Exhibitor Services Manual

America's Claims Event
June 27 - 28, 2012
Mandalay Bay
Las Vegas, NV

Presented By

Yesterday's Values *Tomorrow's Vision* *Delivered Today*

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Metropolitan Exposition Services, Inc.

www.metro-expo.com

Dear Exhibitor:

Thank you for your participation in the 2012 America's Claims Event Conference. This manual will provide you with all the detailed specifications and resources you will need to successfully prepare your booth for the event. Please read this manual carefully noting procedures and deadlines that will save you time and money.

Metropolitan Expositions has been selected as the Official Service Contractor for the upcoming event. They recognize that your participation in this event is a vital part of your firm's marketing program, and they want to do everything possible to make it profitable and rewarding for you. Metropolitan Expositions representatives will be available to you both pre-show and onsite at the Exhibitor Center throughout the show.

We encourage you to call us with any questions or concerns. Please refer to the event team contact list enclosed; we are always available to help you.

Thank you for your continued support; we look forward to seeing you in Las Vegas!

Best regards,

ACE Event Staff

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METROPOLITAN exposition

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Key Contacts

There may be instructions that you do not understand, or issues that we have not covered. If so, feel free to call any of the people listed below. We are here to assist you both Pre-Show and On-Site.

EVENT TEAM

If you have questions about your booth, logistics and show operations call:

Becky Teagno
Operations Manager
bteagno@sbmedia.com
Tel.: (646) 746-8850

Nicole Pucci
Sponsorship Operations Manager
npucci@sbmedia.com
Tel.: (646) 746-8864

If you have questions about sales call:

Jeremy Campbell
Sponsorship & Exhibit Sales Manager,
Events Division Sales Representative
jcampbell@sbmedia.com
Tel.: (859) 692-2209

Andy Rowe
Publisher, Claims, Media Division, PCG
arowe@sbmedia.com
Tel.: (603) 341-3642

If you have questions about registration call:

Customer Service
summitevents@sbmedia.com
Tel.: (800) 831-8333

EVENT SUPPLIERS

Decorator
Metropolitan Exposition
Bob O'Connell
bobo@metro-expo.com
Tel.: (201) 355-2633

Electrical
Edlen Electrical Expo Services
mandalaybay@edlen.com
Tel: (702) 322-5707
Fax: (702) 318-8220

Internet
Mandalay Bay Exhibitor Services
mandalaybayexhibitorservices@mandalaybay.com
Fax: (702) 669-4575

AV
Audio Visual Partners USA
steve@avpusa.com
Tel.: (800) 287-9755
Fax: (407) 658-9433

Hotel
Mandalay Bay
Online: https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=5301429
Tel.: (888) 987-6667
Mention: America's Claims Event/ACE Conference when reserving your room

Sponsor Kit Reply Exhibitor Contact Information

Company Name: _____ Stand # _____

1) SERVICE KIT RECEIVED ACKNOWLEDGEMENT

This Exhibitor Service Kit will provide you with all the necessary information needed to make your show experience both positive and productive. Please review the information enclosed and pay close attention to the **deadlines** for advance order discounts. **This can save you time and money.**

So we can be sure you received access to your Exhibitor Service Kit please complete and fax this form to Show Management.

Contact: _____ **Title:** _____

Signature: _____ **Date:** _____

2) EMERGENCY ON-SITE CONTACT PERSON

Please provide the name and contact information of the primary individual who will be staffing your booth on-site. This information will allow us to contact your booth representative after show hours **in the event of an emergency.** ***This information will be kept confidential.***

On-site Contact Person: _____

Cell Phone: _____ Work Number: _____

PLEASE RETURN THIS FORM BY May 21
email to npucci@sbmedia.com

Start Here!

Next Steps – Your Top Ten List

Important information and instructions

1. Booth Package Overview and Instructions:

- You selected your booth size and booth package when you completed and submitted your 2012 ACE contract. If you omitted that step, or if your records aren't accessible, please contact Nicole Pucci at (646) 746-8864 or email: npucci@sbmedia.com before you proceed to order additional equipment.

- Additional services, such as outlets, additional lights, floral, additional furnishings, etc., are all available from this Service Kit. Please review the **Table of Contents** for the order forms you will need to fill out and send to the appropriate vendors. If you do not require additional services, you are almost finished. For any AV orders, please contact our official AV vendor, AVP USA. The form is towards the end of the kit.

- PLEASE MAKE NOTE that any orders received after the discount deadline date will be charged the standard onsite rate.

2. Your booth ID sign:

- You selected the copy for your ID sign when you completed and submitted your 2012 ACE onsite guidebook profile. If you omitted that step, or if your records aren't accessible, please contact Nicole Pucci at (646) 746-8864 or email: npucci@sbmedia.com before you proceed.

3. Company Profile and Advert Submission: DUE May 16th

- We will be accepting all profile submissions through a web-based collector. This process will reduce the risk for errors during the collection and printing process. To ensure that your company profile is included in the on-site conference guide, be sure to note all submission deadlines. If material is submitted after the assigned deadline, then we cannot guarantee inclusion in the printed guide. See profile submission page in kit for further submission instructions.

- Please note profiles and adverts are due no later than May 16th. If we do not receive these items on or before May 16th, we cannot guarantee that your profile submission will make it into production of the onsite conference guide books.

- Adverts: DUE May 16th

Please note the ad submission only applies to the companies which have purchased the conference guidebook ad as part of their agreement. If you are interested in an advert, please contact npucci@sbmedia.com .

Sponsor Ad Dimensions:

Full page

Specifications for Submissions	Notes
Full Page Ad	trim size: 8.5" x 11" with bleed; 8.25" x 10.75" with no bleed; high resolution PDF; 4/c; embedded fonts and images

½ page

Specifications for Submissions	Notes
Half Page Ad (horizontal)	trim size: 8.5" x 5.5" with bleed; 8.25" x 5.25" with no bleed; high resolution PDF; 4/c; embedded fonts and images

Acceptable file formats: .PDF only optimized for print with embedded font files and images
Print Resolution: Preferred 1200 dpi; accepted absolute minimum 300 dpi
For color ads- Must be in CYMK format
File size: maximum 5MB

4. Badge and Housing Registration:

- Exhibitors at the 2012 ACE Conference are invited to secure their accommodations at the low rate of **$159** per standard room/night (excludes applicable taxes and fees). Rooms are available on a first come first served basis. Special rate will be available through May 17, 2012; after this date the rate will be subject to the hotel's prevailing rate. Reserve Your Hotel Room Today!
  Online:
  https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=5301429 or
  Call: 888-987-6667 or 702-632-9000
  (be sure to mention "America's Claims Event/ACE when reserving your room)
- Badge registration for your company attendees are due May 29th. Your conference registration includes access: To all keynote and conference sessions, exhibit hall, free workshops, and any other ACE produced events.
- Sponsor/Exhibitor Registration Inquiries: send an inquiry to Nicole Pucci, npucci@sbmedia.com

5. Become Familiar With The Event Schedule:

- Read over the hours for setting up your booth and when registration will be operational onsite. You will be able to better plan your stay if you are familiar with the schedule. Please note, the show hours vary each day. Please be respectful of fellow exhibitors who have appointments all the way through event by not packing up before the scheduled close of the event.

6. Security Info:

- ACE show management provides security for a seamless show experience. However, please be mindful of not leaving laptops or anything of value in the booths overnight.

7. Exhibitor Appointed Contractors:

- Metropolitan Exposition is our official service contractor. However, if you are going to use your own contractor, you must fill out the Exhibitor Appointed Contractor (EAC) form and send it into show management and to Metropolitan Exposition along with the appropriate insurance forms; please refer to the **Table of Contents** for the location of specific information for EACs.

8. Shipping and Deliveries to the Show:

- Please review the Material Handling and shipping details thoroughly. Advance shipments to the Metropolitan Exposition warehouse begin on **May 23**. Don't forget to use the pre-printed labels that are included in this manual for ease of shipping.

9. Sponsorship Opportunities:

- Exhibiting/Sponsoring the ACE Conference is more than just picking the best booth location on the show floor. It's a wealth of marketing opportunities providing multiple touch points with our audience before, during, and after the conference. **Event Sponsorship Features (includes but not limited to)** Your logo, profile and website address promoted before, during and after the conference via the event website, the on-site conference guide, and other event marketing collateral, Booth space on the show floor, Ad in the Official Sponsor Profile Book if purchased, PR and Media Opportunities before and during the show.

  Premier Sponsorship Level (includes event sponsorship) plus other opportunities such as: Cocktail Reception sponsor, Program sponsor, Speaking opportunities (when available), Floorplan sponsor, Keynote sponsor, Registration sponsor, Internet café, Lanyards, Coffee /Tea Breaks.

For full details on the best sponsorship that would meet your marketing objectives, please complete an inquiry form or consult with the ACE sales team:

Sponsor/Exhibitor Sales Inquiries:

Jeremy Campbell
Sponsorship & Exhibit Sales Manager,
Events Division Sales Representative
jcampbell@sbmedia.com
Tel.: (859) 692-2209

Andy Rowe
Publisher, Claims, Media Division, PCG
arowe@sbmedia.com
Tel.: (603) 341-3642

10. Contact Us If You Need To:

- A staff contact listing is included in this packet. If you need assistance with anything, please feel free to call us. We're here to help!

The **16th Annual America's Claims Event** has partnered with Map Your Show to provide attendees and exhibitors with an Interactive Floor Plan & Online Planner to assist them with researching exhibitors and planning their time at the 2012 event.

EXHIBITORS, ENSURE YOUR ONLINE PROFILE IS ACCURATE. Use ACE's Exhibitor Dashboard to manage your online listing making it simple for attendees to easily contact you and add your company to their favorites on their personalized conference planner.

Please follow the simple instructions below and throughout this PDF to maintain or update your information.

STEP 1: Accessing the Exhibitor Dashboard – Go to **https://ace12.exh.mapyourshow.com** and enter your Exhibitor ID, Password and Name (enter the name of the person logging in).

NOTE: Your Exhibitor ID & Password can be found in the **Directory Notification e-mail** you received from Map Your Show. If you don't have the original e-mail, you can request your log in information by sending an email to help@mapyourshow.com. **FOR LOG-IN ONLY**

STEP 2: Getting Started – Once logged in, you're taken to the opening page of the Exhibitor Dashboard. To proceed with updating your listing, you can select the blue 'Listing Information' link in the Red alert box, or you can select the blue 'edit' link below the Alert Box. Both options will take you to the area where you can manage your listing. Specific locations are indicated by arrows in the visual below.

NOTE: As you may notice in the 'ALERT' box, the deadline to have your information updated for the **on-site conference guide submission deadline is May 18, 2012**. Any changes made after this date will be reflected online, but not in the printed show catalogue.

STEP 3: **Updating Your Company Information** - You are now on the listing page which contains various sections that you can maintain. Next to or beneath each section header there is a blue link labeled 'edit' or 'Click Here'. For each section you wish to maintain or update, select the link and complete the forms provided.

NOTE: Once you have completed all forms you wish to submit, please select the 'Approve Data' button in the green box at the top of the screen. This notifies show management your listing has been reviewed and you will no longer receive notifications reminding you to approve your listing information.

Submissions of advertising artwork/booth location inquiries

If you have purchased advertising space for the on-site conference guide please submit your artwork to Nicole Pucci. For information regarding your booth location or how to register company staff for the conference, please contact Nicole Pucci, npucci@sbmedia.com OR 646.746.8864.

Key Reminders & Checklist

- ✓ Below are some key deadlines and forms that need your immediate review.
- ✓ While we have outlined some key dates for you, this manual contains additional information that is crucial to a successful exhibiting experience, so please take the time to review the entire manual as soon as possible in order to save TIME AND MONEY.

Due Date	✓ Completed	✓ Date Sent	Form	Services
Immediately			Event Schedule	General Show Info
Immediately			Review Exhibitor Manual & Exhibitor Contact Information	General Show Info
Completed at Contract			Booth Size (chosen when you signed your space contract)	
Completed at Contract			Booth ID Copy	
May 16			Profile and Advert Submission (advert if you have purchased one)	ACE
May 17			Housing Deadline	Additional Show Services
May 23			Advance Shipments to Warehouse Begins	Metropolitan Expositions
May 29			Registration Deadline	ACE
June 1			EAC Certificate of Insurance (Non-Official Contractors)	Metropolitan Expositions
Immediately			Standard Booth Equipment Info	Metropolitan Expositions
June 6			Electrical Outlets	Mandalay Bay
June 6			Internet Orders	Mandalay Bay
June 13			Advanced Order Additional Furnishings	Metropolitan Expositions
June 13			Additional Lighting	Metropolitan Expositions
June 20			Advance Warehouse Deadline	Metropolitan Expositions
June 26			Showsite Shipments Begins (1:00pm – 5:00pm)	Metropolitan Expositions
June 27			Last Day for Showsite Shipments (9:00am – 4:00pm)	Metropolitan Expositions
Pre-Show			Business Services	Additional Show Services
Pre-Show			Mobile Telecommunications	Additional Show Services
Pre-Show			Computer Rental	Additional Show Services
Pre-Show			Floral (Orders Must be received Pre-show)	Additional Show Services
Pre-Show			Telephone	Additional Show Services

Event Schedule

EXHIBITOR MOVE-IN

Tuesday, June 26	1:00 pm – 5:00 pm
Wednesday, June 27	9:00 am – 4:00 pm

EXHIBIT HALL HOURS / EXHIBITOR ACCESS

Wednesday, June 27	5:30 pm – 7:00 pm	9:00 am for set up
Thursday, June 28	10:00 am – 10:45am	8:00 am
	12:30 pm – 2:00 pm	
	3:00 pm – 3:30 pm	
	5:30 pm – 7:00 pm	

EXHIBITOR MOVE-OUT

Thursday, June 28	7 pm – 12:00 am
Friday, June 29	9 am – 12:00 pm

REGISTRATION HOURS / LOCATION

Wednesday June 27	12:00 pm – 5:30 pm	Jasmine Registration Counter (South Convention Center Level 3)
Thursday June 28	8:00 am – 5:30 pm	Jasmine Registration Counter (South Convention Center Level 3)
Friday June 29	8:00 am – 11:00 am	Jasmine Registration Counter (South Convention Center Level 3)

BOOTH SET-UP INFORMATION

All Booths Include:	Show Colors:
• 6' - Skirted Table • Chairs - 2 • Wastebasket • ID Sign	• Back-wall Drape: Black • Side-wall Drape: Black • Carpet Color: Multi-Color • Booth Size: 10' x 10' *except noted*

Glossary of Terms

A

Advanced Order - An order for show services sent to the contractor before move-in.

Air Freight - Materials shipped via airplane.

Audio/Visual - Equipment, materials and teaching aids used in sound and visual. (Also A/V/)

B

Backwall - Panel arrangement at rear of booth area.

Bill of Lading (B/L) - Document of form listing goods to be shipped.

Blanket Wrap - Non-crated freight shipped via van line covered with protective blankets or padding.

Blister Wrap - Vacuum formed transparent plastic cover.

Bone Yard - Equipment storage area at show site.

C

Carpenter - Union that is responsible for uncrating of exhibits and display materials, installation and dismantle of exhibits including cabinets, fixtures, shelving units, furniture, etc., laying of floor tile and carpet, and recrating of exhibits and machinery.

Cherry Picker - Equipment capable of lifting a person (s) to a given height. (Also **HIGH JACKER, SCISSOR LIFT**)

Corkage - The charge placed on beer, liquor, and wine brought into the facility but purchased elsewhere. The charge sometimes includes glassware, ice and mixers.

Cross Bar - Rod used in draping or as a support brace.

Cut & Lay - Installation of carpet other than normal booth or aisle size.

CWT - Hundred weight. A weight measurement for exhibit freight. Usually 100 pounds.

D

Decorating - Dressing up exhibition with carpet, draping, plants, etc.

Decorator - Union that is responsible for hanging all signs except electrical signs, drape and cloth installation, and tacked fabric panels.

Direct Billing - Accounts receivable mailed to individuals or firms with established credit.

Dismantle - Take down and removal of exhibit.

Dock - A place where freight is loaded onto and taken away from vehicles. (Also see **LOADING DOCK**)

Dolly – Low, flat, usually two feet square, platform on four wheels used for carrying heavy loads.

Drayage - The unloading of your shipment, transporting it to your booth, storing and returning your empty crates and cartons, and reloading your shipment at the close of the show.

Drayage Charge - The dollar cost based on weight. Drayage is calculated by 100 pound units; or hundredweight, abbreviated CWT. There is usually a minimum charge.

E

Electrician - Union that handles installation of all electrical equipment.

Empty Crate - Reusable packing container in which exhibit materials were shipped. When properly marked with "EMPTY" sticker indicating booth number and company name, they are removed, stored and returned at no charge.

F

Fire Exit - Door, clear of obstructions, designated by local authorities to egress.

Fire Retardant - Term used to describe a finish (usually liquid) which coats materials with a fire-resistant cover.

Flame Proof - Term used to describe material which is, or has been treated to be fire-retardant.

Floor Manager - Person retained by show management to supervise exhibit area and assist exhibitors.

Glossary of Terms

Floor Order - Goods and/or services ordered on-site.

Fork Lift - Vehicle with power-operated pronged platform for lifting and carrying loads.

Freight - Exhibit properties, products and other materials shipped for an exhibit.

Freight Forwarder - Shipping company.

G

General Contractor - Company which provides all services to exhibition management and exhibitors.

Guarantee - The number of servings to be paid for, whether or not they are actually consumed; usually required forty-eight hours in advance.

H

Hand-Carryable - Items that one person can carry unaided (meaning, no hand trucks or dollies).

Hand Truck - Small hand-propelled implement with two wheels and two handles for transporting small loads.

Hardwall Booth - Booth constructed with plywood or similar material as opposed to a booth formed by drapery only.

Header - 1. Fascia. 2. Overhead illuminated display sign.

I

I&D – Install and dismantle.

Infringement - Use of floor space outside exclusive booth area.

Inherent Flame Proof - Material that is permanently flame resistant without chemical treatment.

Installation - Setting up exhibit booth and materials according to instructions and drawings.

K

Kiosk - Freestanding pavilion or light structure.

Labor - Refers to contracted workers who perform services.

Labor Desk - On-site area from which service personnel are dispatched.

Light Box - Enclosure with lighting and translucent face of plastic or glass.

Loading Dock - Area on premises where goods are received.

Lobby - Public area which serves as an entrance or waiting area.

M

Marshalling Yard - Check-in area for trucks delivering exhibit material.

Modular Exhibit - Exhibit constructed with interchangeable components.

Move-In - Date set for installation. Process of setting up exhibits.

Move-Out - Date set for dismantling. Process of dismantling exhibits.

Mylar - Trade name for plastic material.

N

Net Square Feet - The amount of space occupied by exhibits in a facility, not including aisles, columns, registration area, etc.

No Freight Aisle - Aisle that must be left clear at all times during set-up and dismantle. Used to deliver freight, remove empty boxes and trash, and in case of emergency.

O

Official Contractor - General contractor or decorator.

On-Site Order - Floor order placed at show site.

On-Site Registration - Process of signing up for an event on the day of, or at the site of, the event.

O.T. Labor - Work performed on overtime. Work performed before 8:00AM and after 4:40PM Monday

Glossary of Terms

through Friday, and all hours on Saturdays, Sundays and holidays.

P

Padded Van Shipment - Shipment of crated or uncrated goods such as product or display materials. (Also **VAN SHIPMENT, AIR-RIDE**)

Pallet - Wooden platform used to carry goods. (Also **SKID**)

Pegboard Panel - Framed panel of perforated hardboard.

Perimeter Booth - Exhibit space located on an outside wall.

Pre-registered - Registration which has been made in advance with necessary paperwork.

Press Room - Space reserved for media representatives.

POV - A privately owned vehicle, such as a passenger car, van, or small company vehicle, as distinguished from trucks, tractor-trailers, and other over-the road vehicles. A POV left unattended will almost certainly be towed away. If you must unload a POV, use the POV line. (See below)

POV Line - Special loading dock reserved for POV's where material is unloaded at prevailing drayage rates. To get on a POV line, driver reports first to marshalling area.

Private Security - Security personnel hired from a privately operated company. (Also **BOOTH SECURITY**)

Pro-Number - Number designated by the freight forwarders to a single shipment, used in all cases where the shipment must be referred to.

Q

Quad Box - Four electrical outlets in one box.

R

Registration - Process by which an individual indicates their intent to attend a trade show.

Rental Booth - Complete booth package offered to exhibitors on a rental basis.

Rigger - Union that is responsible for uncrating, unskidding, positioning, and reskidding of all machinery.

Riser - A platform for people or product.

S

Security Cages - Cages rented by exhibitors to lock up materials.

Service Charge - Charge for the services of waiter/waitresses, housemen, technicians, and other food function personnel.

Shop - Service contractor's main office and warehouse.

Showcard - Material used for signs.

Showcase - Glass-enclosed case for articles on display.

Show Manager - Person responsible for all aspects of exhibition.

Show Office - Management office at exhibition.

Shrink Wrap - Process of wrapping loose items on pallet with transparent plastic wrapping.

Special Handling - Applies to display and/or product shipment requiring extra labor, equipment, or time in delivery to booth area.

Staging Area - Area adjacent to main event area for set-up, dismantling, and temporary storage.

Stanchions - Decorative posts which hold markers or flags to define traffic areas. Ropes or chains may be attached.

Stop Job - When an exhibitor is doing some type of work in the booth which is claimed by a union, that union's steward will request that you go to the service desk so that the contractor can supply the exhibitor union labor.

S.T. Labor - Work performed on straight-time. Work performed 8:00AM to 4:30PM, Mon. through Fri.

T

Teamster - Union that handles all material in and out of the hall except machinery. Exhibitors are permitted to carry small packages into the hall.

Glossary of Terms

Traffic Flow - Movement of people throughout an area.

U

Union - An organization of workers formed for mutual protection and for the purpose of dealing collectively with their employer in wages, hours, working conditions and other matters pertaining to their employment.

Union Steward - On-site union official.

V

Velcro - Material used for fastening.

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

Metropolitan Exposition Services, Inc. is pleased to be the official Decorator and Service Contractor for America's Claims Event, being held June 27 - 28, 2012, at the Mandalay Bay.

Enclosed, you will find all the necessary information and order forms for this event. Please read and complete each form carefully and return completed forms to us as soon as possible so that we may provide you with expedient service.

EACH 10' x 10' EXHIBIT BOOTH INCLUDES:

- 8' High Back Wall (Black)
- 3' High Side Rail (Black)
- (1) 6' x 30" Draped Table (Black)
- (2) Upholstered Side Chairs
- (1) Wastebasket
- (1) 7" x 44" ID Sign

Please note that the exhibit area is carpeted.

EVENT SCHEDULE:

Exhibitor Move-In:	Tuesday	June 26, 2012	1:00pm-5:00pm
	Wednesday	June 27, 2012	9:00am-4:00pm
Show Hours	Wednesday	June 27, 2012	5:30pm-7:00pm
	Thursday	June 28, 2012	10:00am-10:45am 12:30pm-2:00pm 3:00pm-3:30pm 5:30pm-7:00pm
Exhibitor Move-Out:	Thursday	June 28, 2012	7:00pm-12:00am
	Friday	June 29, 2012	9:00am-12:00pm
Force Freight/Clear Floor	Friday	June 29, 2012	12:00pm

Metropolitan Exposition will begin returning empty shipping containers **at 7:00pm on June 28, 2012**; this process should take approximately **one (1)** hour. Please keep this in mind when scheduling labor and freight pick-up.

All carriers must check-in for pick-up no later than 11:00am on Friday, June 29, 2012.

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

IMPORTANT DEADLINES: Please check all order forms for additional deadlines.

FURNITURE & CARPET	Deadline date for advance order discount:	June 13, 2012
FREIGHT	Shipments begin arriving at warehouse:	May 23, 2012
	Warehouse shipments deadline	June 20, 2012

Shipments will be accepted after the deadline; however, surcharges will be assessed for late delivery.

Advance shipping to Metropolitan Exposition Warehouse:

This is the preferred method of shipping. This ensures timely delivery of freight directly to your booth at show site.

America's Claims Event
[Exhibiting Company Name]
[Booth #]
c/o Metropolitan Exposition Services, Inc.
6140 N. Hollywood Blvd, Ste 109
Las Vegas, NV 89115

Advance shipments can arrive beginning on:
May 23, 2012

Advance shipment deadline (avoid surcharges)
June 20, 2012

Warehouse receiving hours are 8:00am – 4:00pm

Direct shipping to Mandalay Bay:

America's Claims Event
[Exhibiting Company Name]
[Booth #]
c/o Metropolitan Exposition Services, Inc.
Mandalay Bay
3950 Las Vegas Blvd South
Las Vegas, NV 89119

Shipments can arrive to show site:
June 26, 2012 (1:00pm-5:00pm)
June 27, 2012 (9:00am-4:00pm)

Do not ship any materials to Mandalay Bay before this time frame. Mandalay Bay will not accept any shipments.

We are here to ensure that you have a pleasant and successful show. Should you have any questions or require assistance regarding Metropolitan Exposition's equipment or services, please contact our Exhibitor Services Department as follows:

Phone:	201.994.1301
Fax:	201.994.1350
E-Mail:	Exhibitorservices@metro-expo.com
Web Site:	www.metro-expo.com

To place an online order go to www.metro-expo.com/order

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

ATTENTION

America's Claims Event Exhibitors

Metropolitan Exposition Services, Inc. is the designated provider for material handling.

Please note that exhibitor move-in is on:

June 26, 2012 (1:00pm-5:00pm)
June 27, 2012 (9:00am-4:00pm)

To ship your exhibition materials to the Metropolitan Exposition Warehouse, consign your shipment(s) as follows:

America's Claims Event
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services
6140 N. Hollywood Blvd, Ste 109
Las Vegas, NV 89115

Materials should arrive between May 23, 2012 - June 20, 2012

Materials that are delivered to the Metropolitan Exposition Warehouse after the receiving deadline of June 20, 2012 will incur an additional 30% “late delivery” surcharge.

Should you have any questions, please do not hesitate to contact our Exhibitor Services Department as follows:

Phone:	201.994.1301
Fax:	201.994.1350
E-Mail:	Exhibitorservices@metro-expo.com
Web Site:	www.metro-expo.com

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

Please take a few minutes and review the following information pertaining to shipping and material handling.

Shipping Charges

Please prepay all shipping charges. Metropolitan Exposition Services, Inc. will not accept or be responsible for collect shipments.

Material Handling Rates and Charges

Labor and equipment required for unloading and loading are included with Metropolitan Exposition Services material handling rates. Material handling rates apply to each 100 pounds (CWT). All fractional poundage must be **rounded up** to the next CWT. Each shipment received is considered separately. No cumulative weights are allowed on split shipments, UPS, etc. The above services whether used completely or in part, are based on the inbound weight of the shipment. Tracing shipments with your carrier is NOT the responsibility of Metropolitan Exposition Services, Inc. Metropolitan Exposition Services, Inc. requires that 100% of the estimated payments are due in advance. Please complete and return the Payment Authorization Form with your order.

Special Handling

A surcharge of 35% is applied in addition to the quoted rates for shipment(s) received that require special handling. Special handling is defined as, but not limited to, any shipment that requires additional handling or special equipment to load or unload, i.e. ground handling, mixed loads, double decking, hoist equipment, designated loading sequence or side door unloading. You are required to notify Metropolitan Exposition Services, Inc. of any special handling needs two weeks prior to set-up. This includes forklift capacity over 5,000 pounds. Uncrated and/or loose shipments are subject to this charge.

Consignment

All shipments must be consigned c/o Metropolitan Exposition Services to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Inbound Bill of Lading / Delivery Slip

All shipments must have a bill of lading or delivery slip indicating the piece count, weight and description of merchandise. Upon shipping, immediately send copies of bill of ladings to Metropolitan Exposition as well as your on-site representative. Material handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments. Trucks arriving without documented weight will be required to go to the nearest weighing station to obtain documentation or a mutual decision will be made as to the weight and will be binding to both parties.

Service Within Booth

All deliveries are made to the booth. Any further handling or placement within the booth will incur additional charges.

Empty Containers/Labels

When finished unpacking, empty shipping containers (cartons, fiber cases, etc.) that have empty labels affixed to them will be picked up, stored and returned at the close of the show. Empty labels are available at the Metropolitan Service Desk and are to be used for empty storage only. Metropolitan Exposition Services, Inc. is not responsible for any contents of a container marked empty. It will not be possible to access empty containers during the show as they will be stored off-site.

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Outbound Shipments

At the close of the show, it is the exhibitors' responsibility to:

- Obtain a Material Handling Agreement (MHA) from Metropolitan Exposition Services, Inc.
- Arrange with carrier of your choice to pick-up your freight from show site by the designated time
- Re-pack and label each container being shipped (old shipping labels should be removed)
- Complete and return the Material Handling Agreement (MHA) to Metropolitan Exposition Services, Inc.

A Material Handling Agreement must be completed for each shipment. Therefore, if you are shipping out freight to (2) different locations, Metropolitan must have an MHA for both locations. If freight is found on the show floor and Metropolitan Exposition Services, Inc. does not have a completed Material Handling Agreement, Metropolitan Exposition Services, Inc. will declare it **FORCED FREIGHT** and it will be returned C.O.D. to the address present on the outside of the packages. Metropolitan Exposition Services, Inc. assumes no responsibility for misdirected shipments or liability for such handling. Additional charges will be assessed for shipments returning to our warehouse at $55.00 per 100 pounds/CWT.

LIMITS OF LIABILITY

We are not responsible for damages to uncrated materials; materials improperly packed or concealed damages.

1. We are not responsible for loss, theft, or disappearance of any materials improperly packed or concealed damages.
2. We are not responsible for loss, theft, or disappearance of any materials before they are picked up from the exhibitors' booth for reloading after the show. Bills of lading covering outbound shipments will be checked at the time of actual pickup from the booth and discrepancies will be corrected.
3. We are not responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockout, or work stoppages of any kind or to causes beyond our control.
4. Maximum recovery. If found liable for any loss, Metropolitan's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to $.50 (USD) per pound/ article with a maximum liability of $100.00 (USD) per item, or $1500.00 (USD) per shipment, whichever is less.
5. We are not liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit it.
6. The consignment or delivery of a shipment to Metropolitan Exposition Services Inc. by an exhibitor (and/or other shipper) on behalf of the exhibitor shall be construed as acceptance by the exhibitor of the terms and conditions set forth.

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America's Claims Event
June 27 - 28, 2012
Mandalay Bay

As the official service contractor, Metropolitan Exposition Services, Inc. is the exclusive provider of material handling services. We are prepared to receive your exhibition materials either in advance at our warehouse or directly at show site. Material handling should not be confused with the cost to transport your exhibit materials to and from the show. You should arrange for the carrier of your choice to transport your materials. All shipments must be prepaid. Collect shipments will be refused.

Advance Shipping to Metropolitan Exposition Warehouse (200 pound minimum per shipment)
Only material that is skidded or in shipping containers that can be unloaded without additional handling required will be accepted at our warehouse. Uncrated or loose shipments will be refused at the warehouse.

The rate for this service includes: unloading and storing freight for up to (30) days; reloading and delivering freight to your booth; removing, storing and returning empty shipping containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

America's Claims Event
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services, Inc.
6140 N. Hollywood Blvd, Ste 109
Las Vegas, NV 89115

Advance shipments can arrive beginning on:
May 23, 2012

Advance shipment deadline
(to avoid surcharges)
June 20, 2012

Warehouse receiving hours are 8:00am - 4:00pm

Direct Shipping to Mandalay Bay (200 pound minimum per shipment)

This service includes: unloading freight and delivering materials to your booth; removing, storing and returning empty containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

America's Claims Event
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services, Inc.
Mandalay Bay
3950 Las Vegas Blvd South
Las Vegas, NV 89119

Shipments can arrive to show site:
June 26, 2012 (1:00pm-5:00pm)
June 27, 2012 (9:00am-4:00pm)

Do not ship any materials to Mandalay Bay before this time frame. Mandalay Bay will not accept any shipments.

Material Handling Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

CRATED/SKIDDED Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

UNCRATED Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting bars or hooks.

SPECIAL HANDLING Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads,and/or stacked shipments. **Federal Express, DHL and UPS shipments are included in this category.**

Straight Time	Monday through Friday, 8:00am to 4:30pm
Overtime	Monday through Friday, 4:30pm to 8:00am; Saturdays, Sundays and all Holidays
ST/ST	Freight handled on straight time into and out of the show
ST/OT	Freight handled one way on straight time and one way on overtime, either into or out of the show
OT/OT	Freight handled on overtime into and out of the show

ADVANCE SHIPMENTS TO METROPOLITAN WAREHOUSE

*** Advance shipments will be charged at the following rates in accordance with our move-in and move-out schedule.

	CRATED / SKIDDED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/ST	$95.50	$191.00	$128.92	$257.84
ST/OT	$143.25	$286.50	$193.39	$386.78
OT/OT	$190.99	$381.98	$257.83	$515.66

DIRECT SHIPMENTS TO Mandalay Bay

***** Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.**
***** Trucks signing-in at after 2:00pm will be charged OT rate.**

	CRATED / SKIDDED		UNCRATED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/ST	$86.81	$173.62	$130.22	$260.44	$112.86	$225.72
ST/OT	$130.22	$260.44	$195.34	$390.68	$169.29	$338.58
OT/OT	$173.63	$347.26	$260.44	$520.88	$225.72	$451.44

SMALL PACKAGE – (Items that DO NOT ship out) Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 30 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small packages.

	Warehouse	Show Site
First Carton	$50.09	$44.52
Each Additional Carton	$16.70	$11.13

*** If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates.**

CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: ☐ Metropolitan Warehouse ☐ Mandalay Bay
We are shipping _____ lbs. @ $_____ per 100 lbs., 200 lbs. min per shipment

Estimate = $_____
Late Arrival Surcharge add 30% = $_____
Total Due = $_____

We understand this is an estimate. Invoicing will be done from actual weight and adjustments made accordingly.

To place an online order go to www.metro-expo.com/order

WAREHOUSE LABEL

METROPOLITAN exposition

R U S H

DO NOT DELAY

Must Arrive on or before
May 23, 2012 - June 20, 2012

TO:_____
EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
6140 N. Hollywood Blvd, Ste 109
Las Vegas, NV 89115

WAREHOUSE

America's Claims Event

Booth:_____ No._____of_____Pcs.

Carrier_____

SHOW SITE LABEL

METROPOLITAN exposition

R U S H

DO NOT DELAY

Must Arrive
June 26, 2012 (1:00pm-5:00pm)
June 27, 2012 (9:00am-4:00pm)

TO:_____
EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
Mandalay Bay
3950 Las Vegas Blvd South
Las Vegas, NV 89119

SHOW SITE

America's Claims Event

Booth:_____ No._____of_____Pcs.

Carrier_____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

Shipping & Set Up Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Discount Deadline Date
June 13, 2012

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Please complete and return form if your display installation and/or dismantle is to be supervised by Metropolitan Exposition Services, Inc.

INBOUND SHIPPING & SET-UP INFORMATION

Freight Carrier: _____ Date Shipped: _____

Number of Pieces:_____ Total Weight: _____ Tracking Number: _____

Freight shipped to: □ Warehouse □ Showsite

Comments: _____

Set-up Plan/Photo: □ Attached □ With Exhibit □ In Crate # _____

Electrical Drawing: □ Attached □ With Exhibit □ Under Carpet

Carpet: □ With Exhibit □ Rental □ Padding

Equipment/tools/hardware required:_____

Comments:_____

Remember to order in advance:

Furnishings & Carpeting ***Cleaning*** ***Electrical & Telephone***

OUTBOUND SHIPPING & SET-UP INFORMATION

Ship To: _____

Address: _____

City/State/Zip: _____

Attention: _____ Phone: _____

Method of Shipment (list name & phone number)

□ Common Carrier _____

□ Van Line _____

□ Air Freight _____

□ Next Day □ 2nd Day □ Deferred (3 to 5 days)

Freight Charges: □ Prepaid □ Collect

Bill To: _____

Address: _____

City/State/Zip: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Phone:_____

Labor Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
June 13, 2012

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

DISPLAY LABOR (One Hour Minimum per Worker)

		Rates: per person/per hour	
Teamster Labor		**Discount Price**	**Standard Price**
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	$107.88	$140.24
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday; Weekends and Holidays	$161.82	$210.37

*** Start time guaranteed only when labor is requested for the start of the working day.**
*** Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per worker.**

INSTALLATION LABOR

☐ Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
Installation of your exhibit will be completed at our discretion prior to show opening.
The charge for this service is 30% of the total installation labor bill, or a minimum of $63.00.

Emergency Contact:_____Phone #: _____

☐ Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.
Supervisor Name:_____Phone #:_____

Date	Start Time	No. of People		Approx.Hrs Per Person		Total Hrs		Hourly Rate	Estimated Total Cost
_____	_____	_____	X	_____	=	_____	@	_____	$ _____
_____	_____	_____	X	_____	=	_____	@	_____	$ _____
_____	_____	_____	X	_____	=	_____	@	_____	$ _____

Metropolitan Supervision (30% / $63.00 minimum) = $ _____

Total Installation = $ _____

DISMANTLE LABOR

☐ Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
Dismantle of your exhibit will be completed at our discretion.
The charge for this service is 30% of the total dismantle labor bill, or a minimum of $63.00.

Emergency Contact:_____Phone #: _____

☐ Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.
Supervisor Name:_____Phone #:_____

Date	Start Time	No. of People		Approx.Hrs Per Person		Total Hrs		Hourly Rate	Estimated Total Cost
_____	_____	_____	X	_____	=	_____	@	_____	$ _____
_____	_____	_____	X	_____	=	_____	@	_____	$ _____
_____	_____	_____	X	_____	=	_____	@	_____	$ _____

Metropolitan Supervision (30% / $63.00 minimum) = $ _____

Total Dismantle = $ _____

To place an online order go to www.metro-expo.com/order

METROPOLITAN exposition

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America's Claims Event
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Mandalay Bay

OFFICIAL SERVICE CONTRACTORS

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the Exhibitor
- The Exhibitor may appoint an exhibit installation contractor or display builder.

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and Metropolitan Exposition Services, Inc. of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnish the name, address and telephone number of the firm.

2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of $1,000,000 liability coverage, including property damage, to show management and Metropolitan Exposition Services, Inc. at least ten (10) days before the show opening.

3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Metropolitan Exposition Services, Inc.

4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

5. The Exhibitor Appointed Contractor to be used by the Exhibitor must provide a certificate of insurance with at least the following limits:

a. Comprehensive General Liability not less than $1,000,000 with respect to injuries to any one person per occurrence.

b. $2,000,000 with respect to injuries to more than one person in any occurrence

c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than $1,000,000 of individual and/or aggregate coverage.

d. Metropolitan Exposition Services, Inc. must be named as additional insured.

Any Exhibitor that does not have a certificate of insurance on file in the Metropolitan Exposition Service, Inc. office ten (10) days prior to the show will be automatically assessed a $100.00 fee which will be charged against their security deposit.

6. The Exhibitor Appointed Contractor:

a. Must agree to abide by all rules and regulations of the show, including all union rules and regulations.

b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.

c. Will share with Metropolitan Exposition Services, Inc. all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etcetera.

d. Must furnish Show Manager and Metropolitan Exposition Services, Inc. with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.

e. Shall be prepared to show evidence that it ha a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.

f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.

g. Shall provide, if requested, evidence to Metropolitan Exposition Services, Inc. that it possesses applicable and current labor contracts

h. Must coordinate all of its activities with Metropolitan Exposition Services, Inc.

7. All information must be received in the Metropolitan Exposition Services, Inc. office no later than ten (10) days prior to the show.

Exhibitor Appointed Contractor Notification

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

If your company is utilizing services from a company other than your own or Metropolitan Exposition Services, Inc., the official service contractor designated by Show Management, this form must be completed and returned by June 13, 2012.

If this form is not returned, the Exhibitor Appointed Contractor will not be permitted to access the exhibit floor to service the exhibit, and the work will be performed and/or supervised by Metropolitan Exposition Services, Inc.

Exhibiting Company _____ Booth_____

Address _____

City, State, ZIP _____

Authorized by _____Title_____

Phone_____ Fax _____

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of the event.

By signing below, you agree that by using an exhibitor appointed contractor(s) for any service, you agree to indemnify, defend and hold harmless Metropolitan Exposition Services, Inc. from any and all claims, demands, suits, liabilities, damages, injuries, losses, expenses, including legal expenses, due to the presence or actions of the exhibitor appointed contractor(s).

Signature _____ Date_____

The Exhibitor Appointed Contractor must send a copy of their General Liability Insurance Certificate no later than by June 13, 2012.

Type of work to be performed_____

Exhibitor Appointed Contractor/Display House_____

Address _____

City, State, Zip _____

Phone_____ Fax _____

On-Site Contact _____

Metropolitan Exposition Transportation Inbound Form

METROPOLITAN exposition TRANSPORTATION
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-355-4109 Fax: 201-355-4145

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

PO#

Internal Use Only

Contact Information

Contact Name	Company Name
Phone	Email Address

Pickup Location

Company Name		
Street Address	**City**	**State/Country**
	Zip/Postal Code	**Phone Number**

Shipment Destination

Company Name		
Show Name / Booth Number		
Street Address	**City**	**State**
	Zip/Postal Code	

Type of Service

☐ Truckload	☐ Deferred	☐ 2nd Day Air
☐ Overnight Air	☐ Economy / Standard Ground	☐ 3rd Day Air

Additional Services

☐ Lift Gate
☐ Residential
☐ Inside Pickup
Declared Value $ _____ (Declared Value can not exceed $10,000)

METROPOLITAN exposition TRANSPORTATION
115 Moonachie Avenue
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Phone: 201-355-4109 Fax: 201-355-4145

America's Claims Event
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Mandalay Bay

PO#

Internal Use Only

Shipment Information

Requested Pickup Date			Time of pickup (4 hour window:)	
Requested Delivery Date				
Number of Pieces	**Length**	**Width**	**Height**	**Weight**
			Total Weight	
			Hazardous Materials?	
			☐ YES ☐ NO	

Additional Information or Instructions

When you've completed this form, fax it to 201-355-4145 or email shipping@metro-transportation.com.

If you have any Questions or Concerns, call us at 201-355-4109.

******* Thank You for Choosing Metropolitan Exposition Transportation! *******

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Moonachie, N.J. 07074
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METROPOLITAN exposition TRANSPORTATION
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-355-4109 Fax: 201-355-4145

America's Claims Event
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Company Name _____ Booth Number _____

OUTBOUND SHIPMENT DETAILS

Company / Business Name		
Street Address		
Show Name (if applicable)	**City**	**State**
Contact Name & Number	**Zip/Postal Code**	

☐ Carrier Name: _____ ☐ Metropolitan Exposition Transportation

☐ Economy / Deferred (4 - 7 Business Days) ☐ 2nd Day

☐ 3rd Day ☐ Next Day

Piece Count Estimate _____ Total Weight Estimate _____

Additional Information or Instructions

METROPOLITAN exposition

115 Moonachie Avenue
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Mandalay Bay

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Metropolitan Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Payment Authorization Form is signed; or
- An order for labor, services and/or rental equipment is placed by exhibitor with Metropolitan Exposition Services, Inc.; or
- Work is performed on behalf of exhibitor by labor secured through Metropolitan Exposition Services, Inc.

DEFINITIONS

For purposes of the contract, "Metropolitan Exposition Services, Inc," ("Metropolitan") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Metropolitan except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 50% restocking fee will be applied to all Metropolitan rental items with the exception of Custom-Cut carpet and any other custom-order items, which will remain at 100% of the original charge. If the show or event is canceled because of reasons beyond Metropolitan's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Metropolitan will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is exhibitor's responsibility to advise the Metropolitan Service Desk Representative of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, Metropolitan requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International exhibitors, Metropolitan requires 100% prepayment of advance orders, and nay order or services placed at show site must be pad at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in Moonachie, New Jersey upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an Annual Percentage Rate of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, any excess finance charge received by Metropolitan shall be either applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the Laws of the State of New Jersey. In the event of any dispute between the Exhibitor and Metropolitan relative to any loss, damager, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Metropolitan for its services, as an offset against the amount of any alleged loss or damager. Any claim against Metropolitan shall be considered a separate transaction, and shall be resolved on its own merits. Metropolitan reserves the right to charge Exhibitor for the difference between the Exhibitors estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that Metropolitan may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Metropolitan hereby provides notice that it reserves the right, and Exhibitor authorizes Metropolitan, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on Exhibitor's account.

LABOR UNDER THE SUPERVISION OF METROPOLITAN – RESPONSIBILITIES:

Metropolitan shall be responsible for the performance of labor provided under this option. Metropolitan does not assume responsibility for any acts of, or loss to, persons, parties an/or other contracting firms not under Metropolitan's direct supervision and control. In no event shall Metropolitan be liable for loss or damage caused by delay in labor beginning work when Exhibitor requests labor to begin later than the start of the working day. Metropolitan shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond Metropolitan's reasonable control.

INDEMNIFICATION:

Metropolitan agrees to indemnify, hold harmless, and defend Exhibitor from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to Metropolitan's employees, or property damage arising out of work performed by labor provided by and supervised by Metropolitan except when Exhibitor exercises direction and/or control over the work being performed.

LABOR UNDER THE SUPERVISION OF EXHIBITOR – RESPONSIBILITIES:

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of exhibitor to supervise labor secured through Metropolitan in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Metropolitan's Safe Work Rules and/or Federal, State, County and Local ordinances, rules an/or regulations, including but not limited to show or facility management rules and regulations. It is the responsibility of Exhibitor to check in with the Metropolitan Service Desk to pick up labor and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend Metropolitan from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to Metropolitan employees, and/or property damage arising out of work performed by labor provided by Metropolitan but supervised by Exhibitor. Further, the Exhibitor's indemnification of Metropolitan includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by facility or show management, and/or directing labor provided by Metropolitan to work in a manner that violates any of the above rules, regulations, and/or ordinances.

METROPOLITAN exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

10. **CLAIM(S) FOR LOSS** - Exhibitor agrees that any and all claims for loss or damage must be submitted to Metropolitan immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when exhibitor's materials are delivered to the carrier for transportation from the show site of from Metropolitan's warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against Metropolitan more than one (1) year after the date of loss or damage occurred.

a) Payment for services may not be withheld. In the event of any dispute between the exhibitor and Metropolitan relative to any loss, damage, or claim, exhibitor shall not be entitled to and shall not withhold payment or any partial payment, due Metropolitan for its services as an offset against the amount of any alleged loss or damager. Any claims against Metropolitan shall be considered a separate transaction and shall be resolved on their own merits.

b) Maximum recovery. If found liable for any loss, Metropolitan's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to $.50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less.

c) Breach of Contract and/or negligence only. Metropolitan's liability shall be limited to any loss or damage which results solely from Metropolitan's negligence in the actual physical handling of the items comprising exhibitor's shipment(s) OR which results from breach of this contract and not for any other type of loss or damage. In no event shall Metropolitan be liable to the exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damager, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortuous conduct, failure of the equipment or services of Metropolitan or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, event if Metropolitan has been advised or had notice of the possibility of such damages, or for any damages caused by exhibitor's failure to perform exhibitor's responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

11. **DECLARED VALUE** - Declarations of Declared Value are between the exhibitor and the selected carrier ONLY, and are in no way an extension of Metropolitan's maximum liability stated herein. Metropolitan will use commercially reasonable efforts to transmit the Declared Value instructions to the selected carrier; however, Metropolitan will be not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

12. **JURISDICTION / ARBITRATION** - This contract shall be construed under the laws of the State of New Jersey without giving effect to its conflict of laws rules. Exclusive venue for all disputes arising out of or relating to this contract shall reside in a court of competent jurisdiction in Bergen County, New Jersey. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the aware rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

13. **INDEMNIFICATION** - Exhibitor agrees to indemnify and forever hold harmless Metropolitan and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following:

- Exhibitor's negligent supervision of any labor secured through Metropolitan, or the negligent supervision of such labor by any of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC);
- Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC) at the show or exposition to which this Cotract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Metropolitan's equipment.
- Exhibitor's violation of Federal, State, County of Local ordinances;
- Exhibitor's violation of show regulations and/or rules as published and set forth by facility and/or show management.

14. **WAIVER & RELEASE** - Exhibitor, as a materials part of the consideration to Metropolitan for material handling services, waives and releases all claims against Metropolitan with respect to all matters for which Metropolitan has disclaimed liability pursuant to the provisions of this Contract.

15. **SEVERABILITY** - If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

METROPOLITAN exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Metropolitan Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Material Handling Agreement is signed; or
- Exhibitor's materials are delivered to Metropolitan's warehouse or to a show or exposition site for which Metropolitan Exposition Services, Inc. is the Official Show Contractor; or
- An order for labor and/or rental equipment is placed by exhibitor with Metropolitan

1. **DEFINITIONS** - For purposes of the contract, "Metropolitan Exposition Services, Inc," ("Metropolitan") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC"). Further, Exhibitor is in fact the "Shipper" for all purposes and circumstances notwithstanding anything contained herein to the contrary.

2. **PACKAGING & CRATES** – Metropolitan shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, Metropolitan shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage, Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. **EMPTY CONTAINERS** – Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the exhibitor or its representative. All previous labels must be removed or obliterated. Metropolitan assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Metropolitan labels; improper information on the empty labels. Metropolitan will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

4. **INBOUND SHIPMENT(S)** – Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to Exhibitor's booth at show site. Metropolitan highly recommends the securing of security services from facility or show management.

5. **OUTBOUND SHIPMENT(S)** - Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for reloading at the conclusion of the event. Metropolitan highly recommends the securing of security services from facility or show management. All Material Handling Agreements submitted to Metropolitan by exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Metropolitan and the actual count of such items in the booth at the time of pickup

6. **DELIVERY TO THE CARRIER FOR RELOADING** – Metropolitan assumes no responsibility for loss, damager, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed contractor, shipper, or agent for transportation after the conclusion of the show. Metropolitan loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Metropolitan assumes no responsibility for loss, damage, theft or disappearance of exhibitor's materials that arises out of improperly loaded materials.

7. **DESIGNATED CARRIERS** – In order to expedite removal of materials from show site as required by show management and/or the facility, Metropolitan shall have the authority to change the exhibitor designated carrier if that carrier does not pickup the shipment(s) at the appointed time. Where no disposition is made by exhibitor, materials may be taken to a warehouse to await exhibitors shipping instructions and exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Metropolitan be responsible for any loss resulting from such rerouting designation.

8. **METROPOLITAN'S RESPONSIBILITIES** – Metropolitan shall be responsible only for those services which it directly provides. Metropolitan assumes no responsibility for any persons, parties, or other contracting firms not under Metropolitan's direct supervision and control. Metropolitan's performance hereunder is subject to, and Metropolitan shall not be responsible for loss, delay, or damager due to , strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances power failures, explosions, acts of terrorism or war, or for any other cause beyond Metropolitan's reasonable control, nor for ordinary wear and tear in the handling of materials.

9. **INSURANCE** – It is understood that Metropolitan is not an insurer. Insurance on exhibit materials, if any, shall be obtained by exhibitor in amounts and for perils determined by exhibitor. Exhibitor agrees to provide Metropolitan with a release of subrogation to the extent of any insurance settlement received.

Payment Authorization Form

METROPOLITAN exposition
201.994.1300 (main) 201.994.1350 (fax)

METROPOLITAN exposition TRANSPORTATION
201.355.4109 (main) 201.355.4145 (fax)

METRO multimedia
201.340.2290 (main) 201.340.2108 (fax)

Company:	Booth:
Address:	America's Claims Event
	Phone:
Ordered by (Print):	
Email Address:	Fax:

CALCULATE ESTIMATED TOTALS

Furnishings and Accessories Order Forms		Signage & Graphics Order Form	
Executive Collection Order Form		Labor, Hanging Sign & In-Booth Forklift Orders	
Standard, Custom Cut & Plush Carpet Order Form		Material Handling & Accessible Storage Orders	
Rental Exhibit Rental Exhibits & Accessories		Other (specify) _____	
		Total Estimate with tax to Metropolitan Exposition Services, Inc.	
		Please initial for estimates for Metropolitan Exposition Services, Inc.	
Audio Visual / In-Show Network Orders		*Total Estimate with tax to MetroMultiMedia, Inc.*	
		Please initial for estimates for MetroMultiMedia, Inc.	
Metro-Trans Estimated Charges		*Total Estimate to Metropolitan Exposition Transportation, Inc.*	
		Please initial for estimates for Metropolitan Exposition Transportation, Inc.	

PAYMENT AUTHORIZATION

YOUR SIGNATURE ON THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND IN YOUR SERVICE MANUAL.

#1 - Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc., will each have separate charges and invoices, as applicable. Do not combine services or payments.
#2 - Metropolitan Exposition Transportation Inc. requires credit card payment as the only acceptable method of payment.
Company Check -Make payable to Metropolitan Exposition Services and/or MetroMultiMedia and reference **America's Claims Event**. Mail to 115 Moonachie Ave. Moonachie, NJ 07074.
* Please Note - Return checks are subject to a $25.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACKUP.**
Wire Transfers -If paying by wire transfer for Metropolitan Exposition Service or MetroMultiMedia, please include a $25.00 surcharge for bank fees. **Please call for wire transfer details.**
Credit Card -For your convenience, Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. charges, and any charges that Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation Inc., may be obliged to pay on your behalf, including without limitation, any material handling charges and/or labor charges. Please complete the information requested below.

☐ AMEX ☐ VISA ☐ MasterCard

																EXP. DATE
Account Number																
Security Code					Visa/MasterCard (3 Digits), Amex (4 Digits)											

Cardholder Printed Name:_____

Cardholder Billing Address: _____

City/State/Zip:_____

***** The cardholder named above hereby authorizes Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc. to charge my credit card for the actual costs of the services estimated above and any additional service and amount including, but not limited to, labor to install or dismantle booth and or material handling. If my carrier fails to pick up my freight before the published forced freight time, I acknowledge and agree that I will incur charges from Metropolitan Exposition Transportation, Inc. If there is any intent to commit fraud, I will be held to full extent of the law.**

CARDHOLDER SIGNATURE: _____DATE: _____

PAYMENT POLICY: -Metropolitan Exposition Services, Inc., MetroMultiMedia, Inc. and Metropolitan Exposition Transportation, Inc., each require payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made at show site. NO CREDITS WILL BE MADE AFTER SHOW CLOSING. Payments in check form **must** be in US Dollars from a US Bank.
TAX EXEMPT STATUS: -If you are exempt from paying sales tax, you must forward a certificate of exemption for the state in which the services are to be used at or prior to the time of payment. Resale certificates are not valid unless you are rebilling these charges to your customer. (All Metro Trans services are non-taxable)
EQUIPMENT: -You are responsible for payment on any Metropolitan Exposition Services, Inc. rental equipment within your booth.

By signing this form you acknowledge and agree that if your order is received after the Discount Price Deadline Date you are subject to higher rates.

To place an online order go to www.metro-expo.com/order

Third Party Billing Request

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

You may arrange for a third party to handle your display and be billed for services. Both companies must complete this form in its entirety and return by the deadline date. It is understood and agreed that the exhibiting company is ultimately responsible for payment of all charges. If the named third party does not pay the invoice before the last day of the show, all charges will revert to you, the exhibiting company. All invoices are due and payable upon receipt.

Exhibiting Company: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Fax: _____

Authorized By (Print): _____ Email: _____

Credit Card Charge Authorization: ☐ AMEX ☐ VISA ☐ MasterCard EXP. DATE

Account Number																	
Security Code					Visa/Master Card (3 Digits), Amex (4 Digits)												

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

The items checked below are to be invoiced to the Exhibiting Company:

☐ All Services ☐ I&D Labor ☐ Rental Furniture ☐ Signs ☐ Material Handling

☐ Metropolitan Exposition Transportation ☐ MetroMultiMedia ☐ Other (specify): _____

Cardholder Signature: _____

Third Party Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Authorized By (Print): _____ Email: _____

Credit Card Charge Authorization: ☐ AMEX ☐ VISA ☐ MasterCard EXP. DATE

Account Number																	
Security Code					Visa/Master Card (3 Digits), Amex (4 Digits)												

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

The items checked below are to be invoiced to the Third Party:

☐ All Services ☐ I&D Labor ☐ Rental Furniture ☐ Signs ☐ Material Handling

☐ Metropolitan Exposition Transportation ☐ MetroMultiMedia ☐ Other (specify): _____

Cardholder Signature: _____

METROPOLITAN exposition

Standard Furniture & Accessories

Chairs

Upholstered Side Chair

Tall Stool

Draped & Undraped Tables

Pedestal Tables

Pedestal Table 30” High
Color: Black

Pedestal Table 42” High
Color: Black

Accessories

Chrome Easel

Retractable Stanchion

Wastebasket

Standard Furniture & Accessories Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
June 13, 2012

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Qty.	Description	Discount Price	Standard Price	Specify Color	Total Price
CHAIRS		Upholstered Side Chair	$74.02	$111.02	**N/A**	
		Designer Arm Chair	$91.93	$137.89	**N/A**	
		Tall Black Stool	$103.96	$155.94	**N/A**	
UNDRAPED TABLES		4' x 30" Undraped Table	$54.82	$82.22	**N/A**	
		6' x 30" Undraped Table	$64.41	$96.61	**N/A**	
		8' x 30" Undraped Table	$74.29	$111.44	**N/A**	
UNDRAPED COUNTERS		4' x 42" Undraped Counter	$60.93	$91.40	**N/A**	
		6' x 42" Undraped Counter	$69.98	$104.97	**N/A**	
		8' x 42" Undraped Counter	$79.22	$118.83	**N/A**	
UNDRAPED TABLE TOP RISERS		4' Wood Riser	$47.09	$70.64	**N/A**	
		6' Wood Riser	$60.15	$90.23	**N/A**	
DRAPED TABLES	***Drape Table Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal***					
		4' x 30" high Draped Table	$124.37	$186.56		
		6' x 30" high Draped Table	$147.08	$220.63		
		8' x 30" high Draped Table	$168.71	$253.07		
		4th side Draped – 30"	$51.64	$77.47		
DRAPED COUNTERS		4' x 42" high Draped Counter	$149.76	$224.64		
		6' x 42" high Draped Counter	$170.41	$255.62		
		8' x 42" high Draped Counter	$192.11	$288.16		
		4th side Draped – 42"	$60.15	$90.23		
DRAPED TABLE TOP RISERS	***Draped Riser Colors: Black, Blue, White, Burgundy, Red***					
		4' Draped Riser (select color)	$71.99	$107.98		
		6' Draped Riser (select color)	$87.79	$131.68		
DRAPE	***Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal***					
		3' high Banjo Drape (4' min. order)	$14.57 /ft	$21.86 /ft		
		8' high Banjo Drape (4' min. order)	$17.63 /ft	$26.45 /ft		
PEDESTAL TABLES		30" x 30" High Pedestal Table	$146.00	$219.00	**N/A**	
		30" x 42" High Pedestal Table	$146.00	$219.00	**N/A**	
MISCELLANEOUS		Chrome Easel	$54.68	$82.02	**N/A**	
		Wastebasket	$18.22	$27.33	**N/A**	
		Stanchion	$48.30	$72.45	**N/A**	
		White Plastic Chain (per ft)	$2.32	$3.48	**N/A**	
		Red Velour Rope	$37.85	$56.78	**N/A**	
		Ticket Tumbler	$70.30	$105.45	**N/A**	
		Fish Bowl	$19.06	$28.58	**N/A**	

If a color is not checked a default color will be chosen

To place an online order go to www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 8.1% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

METROPOLITAN exposition

Executive Collection

Sausalito Sofa
LC-611

Sausalito Loveseat
LC-610

Sterling Coffee Table
TO-601

Princeton Coffee Table
TO-201

Kobe
LC-706

Kobe
LC-707

Kobe
LC-708

Kobe
LC-709

Grey
42" PE-106
36" PE-107
30" PE-108

Black
42" PE-101
36" PE-102
30" PE-103

Pedestal

Storage Pedestal
w/keyboard tray
PE-100 Black
PE-105 Grey
PE-110 White

Literature Rack
AC-104

METROPOLITAN exposition

EXECUTIVE COLLECTION

Euro Maple Chair
CH-309

Carmel Bar Stool
SB-200

Silk Back Chair
CH-308

Euro Maple Cafe Table
TC-102

Carmel Bar Table
TB-101

Trestle Table
TG-402

Euro Black Chair
CH-301

Euro Black Bar Stool
SB-204

Silk Back Bar Stool
SB-202

Executive Collection Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
June 13, 2012

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Qty.	Item #	Description	W x D x H	Color	Discount Price	Standard Price	Total Price
	AC-104	Literature Rack	9" x 14" x 54.5"	Black Metal	$209.20	$313.80	
	CH-301	Euro Black Chair	19" x 17"	Black Fabric	$145.99	$218.98	
	CH-308	Silk Back Chair	20.5" x 17" x 34"	Clear/Black/Chrome	$175.19	$262.78	
	CH-309	Euro Maple Chair	20" x 20" x 30"	Maple/Black/Chrome	$184.92	$277.38	
	LC-610	Sausalito Loveseat	59" x 32" x 32"	Black Micro Suede	$632.59	$948.90	
	LC-611	Sausalito Sofa	83" x 32" x 32"	Black Micro Suede	$681.27	$1,021.91	
	LC-706	Kobe	34" x 21" x 17"	Black Micro Suede	$262.77	$394.16	
	LC-707	Kobe	34" x 21" x 17"	Soft Plum Micro Suede	$262.77	$394.16	
	LC-708	Kobe	34" x 21" x 17"	Citrus Micro Suede	$262.77	$394.16	
	LC-709	Kobe	34" x 21" x 17"	Tangerine Micro Suede	$262.77	$394.16	
	PE-101	Pedestal	14" x 14" x 42"	Black	$379.56	$569.34	
	PE-102	Pedestal	14" x 14" x 36"	Black	$340.63	$510.95	
	PE-103	Pedestal	14" x 14" x 30"	Black	$311.43	$467.16	
	PE-106	Pedestal	14" x 14" x 42"	Grey	$379.56	$569.34	
	PE-107	Pedestal	14" x 14" x 36"	Grey	$340.63	$510.95	
	PE-108	Pedestal	14" x 14" x 30"	Grey	$311.43	$467.16	
	PE-100	Storage Pedestal w/ Tray	24" x 24" x 42"	Black	$583.94	$875.91	
	PE-105	Storage Pedestal w/ Tray	24" x 24" x 42"	Grey	$583.94	$875.91	
	PE-110	Storage Pedestal w/ Tray	24" x 24" x 42"	White	$583.94	$875.91	
	SB-200	Carmel Bar Stool	18" x 17" x 43"	Maple/Nickel/Cream	$262.77	$394.15	
	SB-202	Silk Back Bar Stool	18" x 17" x 41.5"	Clear/Black/Chrome	$262.77	$394.15	
	SB-204	Euro Black Bar Stool	21" x 23" x 43"	Black Vinyl	$262.77	$394.15	
	TB-101	Carmel Bar Table	30" Dia x 42"	Maple/Nickel	$340.63	$510.95	
	TC-102	Euro Maple Cafe Table	42" Dia x 29"	Maple/Chrome	$340.63	$510.95	
	TG-402	Trestle Table	32" x 32" x 29"	Chrome/Glass	$437.96	$656.93	
	TO-201	Princeton Coffee Table	45" x 21" x 16"	Black/Glass	$291.97	$437.97	
	TO-601	Sterling Coffee Table	25" Dia x 21"	Glass/Silver	$282.23	$423.35	

For more from this Executive Collection, please call our
Exhibitor Services Department at 201-994-1301
To place an online order go to www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 8.1% = _____ = TOTAL _____

Payment Authorization Form must accompany order.
Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Executive Furnishings are non-refundable 10 days prior to move-in.

Standard Carpet Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
June 13, 2012

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Remember to order utilities in advance.
All utility lines must be installed before carpet installation.

STANDARD CARPET

Price includes delivery, installation, carpet tape and removal.

Custom cut carpet is required for all booths longer than 30' or booths configured as an island or peninsula.

Multiples are not available in the same color. No exceptions.

Colors Available - Please check desired color:

If a color is not checked a default color will be chosen

***These colors are approximate and serve only as an example. Your actual carpet color will vary.**

☐ Black

☐ Blue

☐ Green

☐ Gray

☐ Red

☐ Burgundy

☐ White

Qty.	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	$183.47	$275.21	
	10' x 20' Booth Carpet	$366.95	$550.42	
	10' x 30' Booth Carpet	$550.42	$825.63	

PADDING & VISQUEEN

Price includes delivery, installation, carpet tape and removal.
Minimum order of 100 square feet is required.

Qty.	Item	Discount	Standard	Total
	Carpet Padding - 1/2"	$0.81 sq.ft.	$1.22 sq.ft	
	Visqueen Plastic Covering	$0.43 sq.ft	$0.64 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

To place an online order go to www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 8.1% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.

Custom Cut & Plush Carpet Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
June 13, 2012

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Remember to order utilities in advance.
All utility lines must be installed before carpet installation.

CUSTOM CUT CARPET

Price includes delivery, installation, carpet tape, visqueen and removal.

Minimum order of 100 square feet is required for custom cut carpet orders.

Colors Available - Please check desired color:
If a color is not checked a default color will be chosen
***These colors are approximate and serve only as an example. Your actual carpet color will vary.**

☐ Black

☐ Blue

☐ Green

☐ Gray

☐ Red

☐ Burgundy

☐ White

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	$4.10 sq.ft.	$6.15 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				
PADDING				
	Carpet Padding - 1/2”	$0.81 sq.ft.	$1.22 sq.ft	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

PLUSH CUSTOM CUT CARPET (26 oz)

Price includes delivery, installation, carpet tape, padding, visqueen and removal.

Minimum order of 400 square feet is required for premium cut carpet orders.

Colors Available - Please check desired color:
*These colors are approximate and serve only as an example. Your actual carpet color will vary.

☐ Onyx

☐ Navy

☐ Boysenberry

☐ Charcoal

☐ Sword

☐ Silky Beige

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	$6.69 sq.ft.	$10.03 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

To place an online order go to www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 8.1% = _____ = TOTAL _____

Payment Authorization Form must accompany order.
Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.

Rental Exhibit 1A 10' x 10'

Silver

*Electrical not included

Discount $1,788.18 **Standard $2,682.27**

Package Includes:

- (3) White Straight Shelves
- (3) Arm Lights*
- (1) Header with Company Name
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical not included

Discount $2,550.48 **Standard $3,825.72**

Package Includes:

- (3) White Straight Shelves
- (3) Arm Lights*
- (3) Back Wall Graphic Panels
- (1) Graphic Header
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Deadline for graphics is (2) weeks before the show open. Any graphics turned in late will incur a 35% rush fee

Platinum

*Electrical not included

Discount $4,427.48 **Standard $6,641.22**

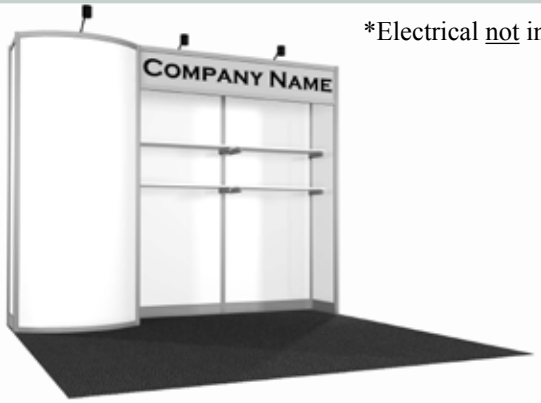
Package Includes:

- (3) White Straight Shelves
- (3) Arm Lights*
- Full Graphics or Color Panels
- (1) 42" TV with Stand & DVD Player*
- (1) 30" Black Pedestal Table
- (3) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

METROPOLITAN exposition

Silver



*Electrical not included

Discount $2,404.04 **Standard $3,606.06**

Package Includes:

- (4) White Straight Shelves
- (3) Arm Lights*
- (1) 1M x 8' Curved Graphic Panel
- (1) Header with Company Name
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical not included

Discount$2,919.94 **Standard $4,379.91**

Package Includes:

- (4) White Straight Shelves
- (3) Arm Lights*
- (1) 1M x 8' Curved Graphic Panel
- (2) Back Wall Graphic Panels
- (1) Graphic Header
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Deadline for graphics is (2) weeks before the show open. Any graphics turned in late will incur a 35% rush fee

Platinum

*Electrical not included

Discount$4,484.54 **Standard $6,726.80**

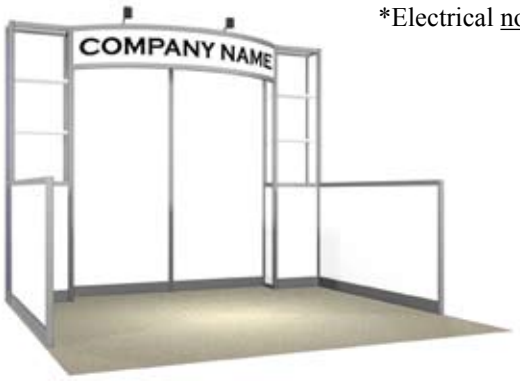
Package Includes:

- (4) White Straight Shelves
- (3) Arm Lights*
- (1) Lightbox*
- Full Graphics or Color Panels
- (1) 42" TV on Wall Mount & DVD Player*
- (1) 30" Black Pedestal Table
- (3) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Rental Exhibit 3A 10' x 10'

Silver



*Electrical not included

Discount $3,313.70 **Standard $4,970.54**

Package Includes:

- (4) ½ M Shelves
- (2) Arm Lights*
- (1) Header with Company Name
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical not included

Discount$3,991.30 **Standard $5,986.94**

Package Includes:

- (4) ½ M Shelves
- (2) Arm Lights*
- (2) Back Wall Graphic Panels
- (2) Backwall Graphics (Bottom Panel)
- (1) Graphic Header
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Deadline for graphics is (2) weeks before the show open. Any graphics turned in late will incur a 35% rush fee

Platinum

*Electrical not included

Discount$5,709.89 **Standard $8,564.84**

Package Includes:

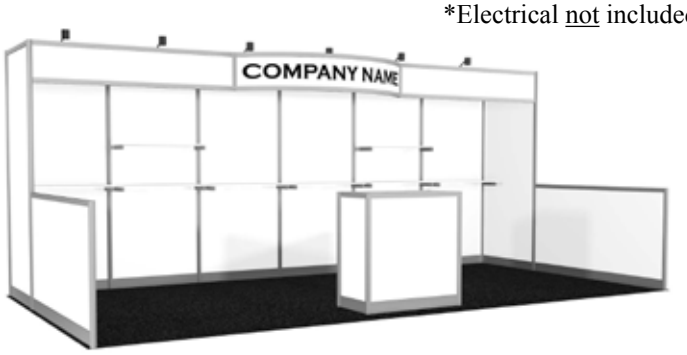
- (4) ½ M Shelves
- (2) Arm Lights*
- Full Graphics or Color Panels
- (1) 42" TV on Wall Mount & DVD Player*
- (1) 30" Black Pedestal Table
- (3) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Rental Exhibit 1B 10' x 20'

Silver

*Electrical not included



Discount $3,443.78 **Standard $5,165.67**

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M x ½ M x 42" Cabinet
- (1) Headers with Company Name
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical not included

Discount $6,189.38 **Standard $9,284.07**

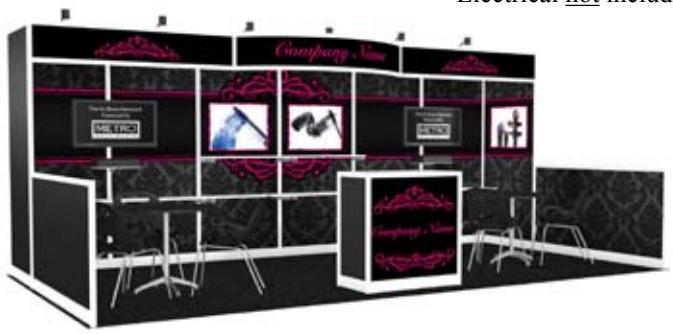
Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M x ½ M x 42" Cabinet w/ Graphic
- (6) Back Wall Graphic Panels
- (3) Graphic Headers
- (1) 42" TV on Wall Mount & DVD Player*
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Deadline for graphics is (2) weeks before the show open. Any graphics turned in late will incur a 35% rush fee

Platinum

*Electrical not included



Discount $8,174.56 **Standard $12,261.84**

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- 1M x ½ M x 42" Cabinet w/ Graphic
- Full Graphics or Color Panels
- (2) 42" TVs on Wall Mounts & DVD Players*
- (2) 30" Black Pedestal Tables
- (6) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Drayage Discount on First 200lbs

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Rental Exhibit 2B 10’ x 20’

Silver

*Electrical not included

Discount $3,966.53 **Standard $5,949.80**

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M Radius x 42” Counter
- (2) 1M x 8’ Curved Graphic Panels
- (1) 4M Header with Company Name
- 10’ x 20’ Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical not included

Discount $5,113.83 **Standard $7,670.75**

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M Radius x 42” Counter w/ Graphic
- (2) 1M x 8’ Curved Graphic Panels
- (4) Back Wall Graphic Panels
- (1) Graphic Header
- 10’ x 20’ Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Deadline for graphics is (2) weeks before the show open. Any graphics turned in late will incur a 35% rush fee

Platinum

*Electrical not included

Discount $7,253.02 **Standard $10,879.52**

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M Radius x 42” Counter w/ Graphic
- (2) Lightboxes*
- Full Graphics
- (1) 42” TV on Wall Mount & DVD Player*
- (2) 30” Black Pedestal Tables
- (6) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Drayage Discount on First 200 lbs.

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

METROPOLITAN exposition

Silver

*Electrical not included

Discount $4,438.41 **Standard $6,657.62**

Package Includes:

- (6) White Straight Shelves
- (6) Arm Lights*
- (2) Headers with Company Name
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical not included

Discount $6,332.61 **Standard $9,498.92**

Package Includes:

- (6) White Straight Shelves
- (6) Arm Lights*
- (6) Back Wall Graphic Panels
- (3) Graphic Headers
- (2) Counter Tops & Counter Graphics
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Deadline for graphics is (2) weeks before the show open. Any graphics turned in late will incur a 35% rush fee

Platinum

*Electrical not included

Discount $8,317.79 **Standard $12,476.69**

Package Includes:

- (6) White Straight Shelves
- (6) Arm Lights*
- Full Graphics or Color Panels
- (2) Counter Tops & Counter Graphics
- (1) 42" TV on Wall Mount & DVD Player*
- (2) 30" Black Pedestal Tables
- (6) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Drayage Discount on First 200 lbs.

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Rental Exhibit Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
June 13, 2012

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

STANDARD BOOTH CARPET

□ Black

□ Blue

□ Green

□ Gray

□ Red

□ Burgundy

STANDARD BOOTH OPTIONS

The following colors are available for panel options:

Silver and Gold Rental Exhibit Panel Colors

☐ White (PVC) ☐ Black (Fabric) ☐ Gray (Fabric) ☐ Wood Grain

Platinum Rental Exhibit Metal Panel Colors

☐ Silver Dust ☐ Silver Vein ☐ White

HEADER IDENTIFICATION SIGN

Header will be produced on White Fascia with Black Lettering. Please indicate exactly how you would like your company name to appear.

Must receive header logo (2) weeks before the show open. Any logo turned in later will incur a 35% rush fee

Please contact a Metropolitan Exposition Exhibit Sales Team Member
for more information at exhibitsales@metro-expo.com
(P) 201-994-1303 (F) 201-994-1350

To place an online order go to www.metro-expo.com/order

Cancellation Policy: Items cancelled prior to the show will result in a 50% re-stocking fee. There will be NO REFUNDS for items cancelled at show site. NO EXCEPTIONS.

Rental Exhibit Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
June 13, 2012

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Description	Discount Price	Standard Price	Total Price
1A Booth Package 10 x 10	Silver	$1,788.18	$2,682.27	
	Gold	$2,550.48	$3,825.72	
	Platinum	$4,427.48	$6,641.22	
2A Booth Package 10 x 10	Silver	$2,404.04	$3,606.06	
	Gold	$2,919.94	$4,379.91	
	Platinum	$4,484.54	$6,726.80	
3A Booth Package 10 x 10	Silver	$3,313.70	$4,970.54	
	Gold	$3,991.30	$5,986.94	
	Platinum	$5,709.89	$8,564.84	
1B Booth Package 10 x 20	Silver	$3,443.78	$5,165.67	
	Gold	$6,189.38	$9,284.07	
	Platinum	$8,174.56	$12,261.84	
2B Booth Package 10 x 20	Silver	$3,966.53	$5,949.80	
	Gold	$5,113.83	$7,670.75	
	Platinum	$7,253.02	$10,879.52	
3B Booth Package 10 x 20	Silver	$4,438.41	$6,657.62	
	Gold	$6,332.61	$9,498.92	
	Platinum	$8,317.79	$12,476.69	

*Deadline for graphics is (2) weeks before the show open.
Any graphics turned in late will incur a 35% rush fee

Please contact a Metropolitan Exposition Exhibit Sales Team Member
for more information at exhibitsales@metro-expo.com
(P) 201-994-1303 (F) 201-994-1350

To place an online order go to www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 8.1% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

Rental Exhibit & Accessories Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
June 13, 2012

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Shelves

Angled Shelf

Straight Shelf

Track Lights

** Electrical is NOT Included in Booth Packages*

50watt Halogen Light

Garment & Display Racks

Display Rack 6" Bracket

Garment Rack 12" Bracket

Gondolas & Counters

Single Sided Gondola

Double Sided Gondola

1m Cabinet

2m Cabinet

Radius Counter

Qty	Item	Discount Price	Standard Price	Total Price
	Straight Shelf (White)	$53.53	$80.29	
	Angled Shelf (White)	$53.53	$80.29	
	Straight Shelf (Wood)	$53.53	$80.29	
	Angled Shelf (Wood)	$53.53	$80.29	
	Track with (3) Lights *	$270.38	$405.56	
	Additional 50watt Halogen Light *	$58.95	$88.42	
	Single Sided Gondola (2 Shelves)	$317.96	$476.94	
	Double Sided Gondola (4 Shelves)	$412.65	$618.98	
	1m Garment Rack 12" Bracket	$42.00	$63.00	
	2m Garment Rack 12" Bracket	$84.00	$126.00	
	3m Garment Rack 12" Bracket	$126.00	$189.00	
	1m Display Rack 6" Bracket	$42.00	$63.00	
	2m Display Rack 6" Bracket	$84.00	$126.00	
	3m Display Rack 6" Bracket	$126.00	$189.00	
	1m x 1/2m x 42" Cabinet	$351.49	$527.24	
	2m x 1/2m x 42" Cabinet	$437.20	$655.80	
	1m x 42" Radius Counter	$534.26	$801.39	

To place an online order go to www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 8.1% = _____ = TOTAL _____

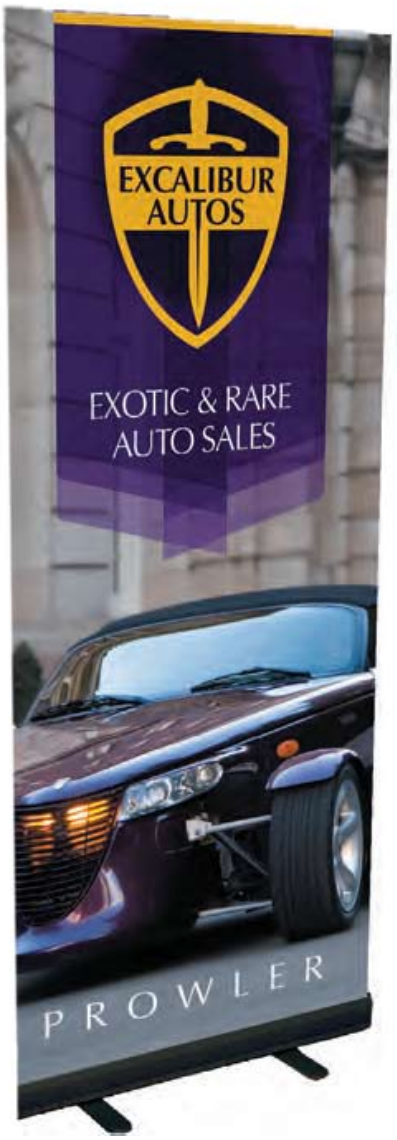
Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled prior to the show will result in a 50% re-stocking fee. There will be NO REFUNDS for items cancelled at show site. NO EXCEPTIONS.

Retractable Banner Stands

ValueStand Retractable banner stands provide the ultimate in convenience and style. They are lightweight and set-up in less then a minute. The graphic comes pre-installed so the display is immediately ready to go.



Value

ValueStand

- Built to fit any Budget
- Made from the highest quality components

Replaceable Graphic

Unlike most systems, ValueStand is designed to allow the graphic to be changed quickly and easily without tools or additional hardware.

Options

Available in Single Sided/ValueStand or Double Sided/BrandStand 2

** Base Unit Availabe in Silver or Black

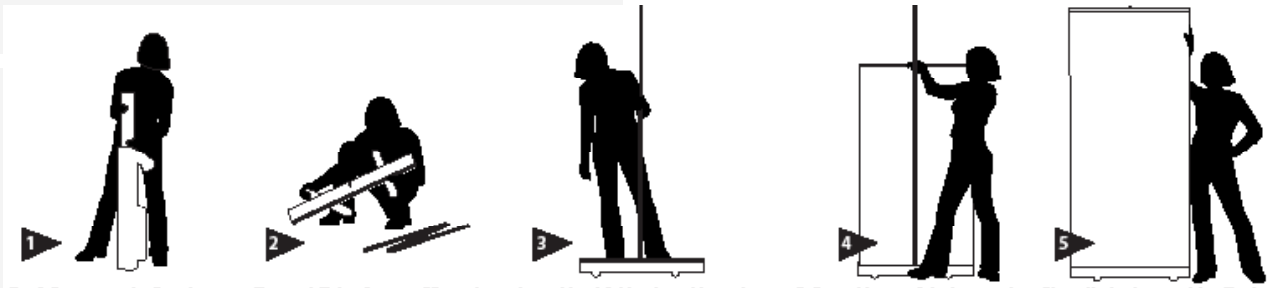
Deadline for graphics is (2) weeks before the show open. Any graphics turned in late will incur a 35% rush fee

There will be a 35% rush charge for any banner stand order that is needed in less than 5 days

Includes:

Durable Nylon Carrying Bag
Collapsible Pole
Reusable Snap-Lock Profile
Rewind Tool
Base Unit **

Art Area
Main Graphic 33.5"w x 79"h



Carefully remove the Stand from the nylon bag.

Turn stabilizing feet to a 90° angle

Assemble tri-fold pole and insert into hole located on the base.

Pull graphic out of the base and fasten hook into the top of pole.

Place display into position. To close, unfasten top hook and firmly grip while slowly and gently retracting graphic.

Please contact A Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Banner Stand Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
June 13, 2012

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Select Base Color (If not selected default will be silver) ☐ Black ☐ Silver

Qty.	Description	Discount	Standard	Total
	Single Sided VALUESTAND with Graphic*	$344.13	$447.37	

Banner Stands will be shipped within 5 business days from approval of art work.

There will be 35% rush charge for any banner stand order that is needed in less than 5 days.

SHIPPING & HANDLING NOT INCLUDED IN PRICE

*** Graphics must be print ready and follow specifications noted in the Art Submission Guidelines below. If you require a graphic designer Metropolitan Exposition Services, Inc., can meet any graphic requirements you have for an additional charge.**

We cannot guarantee timely delivery for any banner stand that is ordered in less than 5 days

Please contact us at 201.994.1303 if you have any questions or need additional information.

Art Preparation Guidelines

These guidelines aid in the efficiency of the production process and help us to produce the best quality print for you in the timeline you desire.

Accepted file formats: Adobe Illustrator .eps or .ai; Adobe Photoshop .psd, .tif or .eps files. Submit file in native file format. Using alternate art file formats may result in printing difficulties, undesired results, and additional art preparation charges.

- Convert all fonts to outlines and/or Rasterize any type layers in Photoshop files.
- Do not apply global effects.
- Do not embed linked files. Maintain all links and provide high resolution .tiff or eps files.
- Do not flatten transparency and other effects in your files. Transparency effects in vector design programs may experience printing difficulties and undesired results. Transparent colors are affected when underlying colors need to be adjusted. Define color as persentage of spot color when appropriate to image.
- When sending Photoshop files, include a layered PSD file.
- Save all images at the appropriate resolution at final print size. Do not rez-up low resolution files to a higher resolution.
- Final resolution should be 100dpi at full size. PMS Match = Uncoated, Color Mode = CMYK
- Provide color matching information with your art files. Specify Pantone colors or send color copy, proof, or color chip to match to.

To place an online order go to www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 8.1% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

All orders are non-refundable once ordered and proccessed.

IMPRESS CUSTOMERS WITH A HIGH IMPACT QUICK FAB™ POP-UP DISPLAY. THIS ECONOMICAL AND LIGHTWEIGHT DISPLAY HAS AN INTERCHANGEABLE FABRIC GRAPHIC THAT COLLAPSES DOWN WITH THE FRAME AND FITS WITHIN A DUFFEL SIZE BAG.

- QUICK & EASY SET-UP
- QUALITY WORKMANSHIP
- REPLACEABLE GRAPHIC
- PORTABLE
- THERE WILL BE A 35% RUSH CHARGE FOR ANY QUICK FAB ORDER THAT IS NEEDED IN LESS THAN 10 DAYS*

Quick Fab Curve

Quick Fab Curve Size: 114" Wide x 88" High x 12" Deep
Quick Fab Flat Size: 117" Wide x 88" High x 12" Deep

Pop-up Podium

Includes Frame, Soft Case & Graphic

Includes:

Frame

Light Package
Two 150 Watt Lights

Hard Case with Table
27.5"w x 16"d x 38"h o.d.

Options

Printed Case
Wrap

Backlit Kit
Only for 4' x 3' Curved

PLEASE CONTACT A METROPOLITAN EXPOSITION EXHIBIT SALES TEAM MEMBER FOR MORE INFORMATION AT EXHIBITSALES@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350

Quick Fab Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
June 13, 2012

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Qty.	Description	Standard	Total
	Quick Fab Curve (Includes Frame, Backwall Graphic, Hard Case, 2 Lights)	$2,530.60	
	Quick Fab Curve with Backlit Kit (Includes Frame, Backwall Graphic, Hard Case, 2 Lights)	$3,623.00	
	Quick Fab Flat	$2,631.43	
	Graphic for Hard Case	$330.16	
	Podium with Graphic	$506.92	

Quick Fab walls will be shipped within 10 business days from approval of art work.

There will be 35% rush charge for any Quick Fab order that is needed in less than 10 days.

SHIPPING & HANDLING NOT INCLUDED IN PRICE

*** Graphics must be print ready and follow specifications noted in the Art Submission Guidelines below.**

If you require a graphic designer Metropolitan Exposition Services, Inc., can meet any graphic requirements you have for an additional charge.

We cannot guarantee timely delivery for any Quick Fab that is ordered in less than 10 days

Please contact us at 201.994.1303 if you have any questions or need additional information.

Art Preparation Guidelines

These guidelines aid in the efficiency of the production process and help us to produce the best quality print for you in the timeline you desire.

Accepted file formats: Adobe Illustrator .eps or .ai; Adobe Photoshop .psd, .tif or .eps files. Submit file in native file format. Using alternate art file formats may result in printing difficulties, undesired results, and additional art preparation charges.

- Convert all fonts to outlines and/or Rasterize any type layers in Photoshop files.
- Do not apply global effects.
- Do not embed linked files. Maintain all links and provide high resolution .tiff or eps files.
- Do not flatten transparency and other effects in your files. Transparency effects in vector design programs may experience printing difficulties and undesired results. Transparent colors are affected when underlying colors need to be adjusted. Define color as persentage of spot color when appropriate to image.
- When sending Photoshop files, include a layered PSD file.
- Save all images at the appropriate resolution at final print size. Do not rez-up low resolution files to a higher resolution.
- Final resolution should be 100dpi at full size. PMS Match = Uncoated, Color Mode = CMYK
- Provide color matching information with your art files. Specify Pantone colors or send color copy, proof, or color chip to match to.

To place an online order go to www.metro-expo.com/order

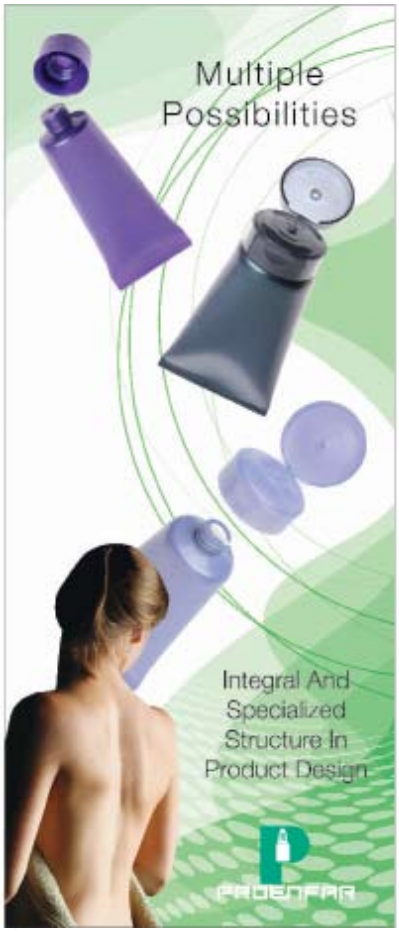
SUBTOTAL = _____ + TAX @ 8.1% = _____ = TOTAL _____

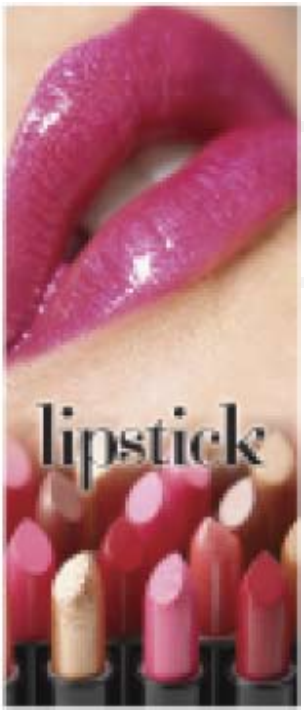
Payment Authorization Form must accompany order.

Cancellation Policy: All orders are non-refundable once ordered and proccessed.

METROPOLITAN exposition

Set your booth apart from the rest. Vivid, full-color graphics printed directly for your booth to ensure you are not overlooked. Customizing your walls will save you a lot of time. No need for double face tape or Velcro, simply send us your Print Ready Graphic and we will take care of everything, from installation to dismantle of your Customized Graphic Panels.





Please contact A Metropolitan Exposition
Exhibit Sales Team Member for more
information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

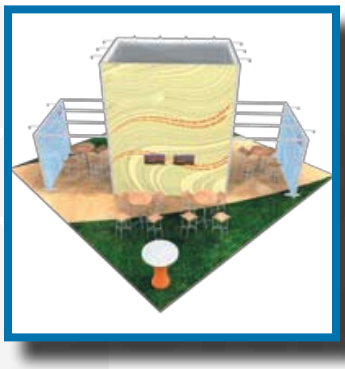
EZ Fabric Wall Display System

The Metropolitan Exposition Exhibit and Design Team is proud to introduce our first modular wall system designed for fabric graphics. The EZ Fabric Wall System combines the versatility of modular walls with the benefits of lightweight fabric graphics.

Aluminum Construction

Color Fabric

Easy Set Up



Multiple Designs

Tools Included

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

This system gives form to function by taking signage to a whole new dimension. Years of experience building fabric stretch frames for clients have led the Fabri Frame signage revolution. These rigid, yet lightweight aluminum frames create a heavy duty and long lasting structure which can be designed and created in almost any shape and size imaginable. Our pillow case covers are custom made for every job and fit each frame to perfection.

Quick and Easy Assembly

with snap-together connections and lock, it definitely provides effortless installation.

Durability

Made of lightweight durable aluminum frame and strong stretch fabric material. Seamless dye laminated poly poplin fabric.

Standard and Customized Shapes

are the perfect solution for any project and budget. Select from a number of standard structures or let our in-house design engineers create a unique display that fits your needs.

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Signage & Graphics Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
June 13, 2012

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

DIGITAL INKJET SIGNS

Rates based on one color copy, white showcard, 10 words or less

Qty.	Size/Description	Discount Price	Standard Price	Total
	14" x 22"	$43.75	$65.64	
	22" x 28"	$78.75	$118.13	
	24" x 36"	$105.00	$157.50	
	30" x 40"	$131.25	$196.88	
	Logo	Quoted upon request	Quoted upon request	
	Banner	Quoted upon request	Quoted upon request	

Background Color:_____ Copy Color:_____

Select Lay-out: ☐ Vertical ☐ Horizontal

Select Font Style: ☐ Corporate ☐ Jazzy

*Deadline for graphics is (2) weeks before the show open.
Any graphics turned in late will incur a 35% rush fee*

Metropolitan Exposition Services, Inc., can meet any sign or graphic requirements you have.
Please contact us at 201.994.1303 if you have any questions or need additional information.
Indicate Sign Copy Here (please attach additional sign copy if required)

To place an online order go to www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 8.1% = _____ = TOTAL _____

Payment Authorization Form must accompany order.
Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: All orders are non-refundable once ordered and proccessed.

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

Preferred Application: A PC-Based Adobe Illustrator .eps file. This should be a VECTOR file (as opposed to a bitmap image). Any letters or text in the file should be converted to curves (or shapes) before being saved as an .eps file.

The above type of file will allow us to import the file into our system to be used for either vinyl cutting and/or inkjet printing (whichever we determine as the most practical for that specific application).

Other preferred types of files are Gerber Graphix Advantage .plt, Corel Draw .cdr, Adobe Photoshop .psd, and Quark Xpress documents (providing that all components of the document (fonts, images, etc.) are included in the file. Quark documents should not be emailed, but sent on disk.

We can also accept some of the more common graphic format files such as .tif, .jpg, .pcx, .gif, etc. However, these files are bitmap images that are resolution-reliant. Whereas a low-res .jpg or .gif may be fine for a web page or a business card, when it is enlarged for a big sign or banner, the image suffers in that it becomes blurry or pixilated with “Stair Stepped” edges. When sending bitmap files for large graphics, the higher the resolution the better.

As stated previously, we prefer PC-Based files, however we can accept MAC files providing that they are sent to us on some type of digital storage media such as: 3.5” Diskette, ZIP Disk, CD-ROM (as opposed to emailing, as our MAC workstation is not wired into our email system).

If digital files are unattainable, we can work from camera-ready artwork. Such artwork must be large, clean, crisp, black & white stats or laser prints suitable for scanning. Business cards, letterheads, etc. DO NOT constitute camera-ready artwork and require a considerable amount of time and expense to edit.

If printing 1M graphic panels for booth packages, please allow 12” at the top for the header.

If in doubt, or have any questions, please contact us:
exhibitsales@metro-expo.com

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

America's Claims Event
June 27 - 28, 2012
Mandalay Bay

UNION INFORMATION
To assist you in planning you participation in your Las Vegas area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. **Please refer any questions you may have to an on-site Metropolitan Management employee. We will be happy to assist you in any way possible.**

TEAMSTER UNION
- **Exhibit Labor**

Teamsters Union Local #631 has jurisdiction through a labor agreement with Metropolitan Exposition Services, Inc. for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include all wall coverings, floor coverings, pipe and drape, painting, hanging of signs and/or decorative material from the ceiling, placement of all signs, and the erection of platforms used for exhibit purposes. Exhibitor Appointed Contractor who is bonded with the convention center may do work. Please refer to the form enclosed and provide a Certificate of Insurance.

Local #631's jurisdiction does not cover the placement of your product on display, the opening of carton containing your products, nor performance, testing, maintenance or repairs of your products. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification such as a medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company. To secure labor, please utilize the Metropolitan Exposition labor forms enclosed.

- **Freight Handling**

Teamster's Union Local #631 has jurisdiction through a labor agreement with Metropolitan Exposition Services, Inc. for the loading and unloading of trucks, trailers, and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of , uncrating, un-skidding, leveling, and painting as well as the reverse process.

Metropolitan Exposition Services has the responsibility of receiving and handling all materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in / move-out of the trade show. Metropolitan Exposition Services will not be responsible for any material it does not handle.

An exhibitor may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitor choose to "hand carry" material, they may not be permitted the loading dock / freight door areas.

TIPPING
Our work Rules prohibit the SOLICATION AND/OR ACCEPTANCE of tips by any of our employees. Our employees are paid excellent hourly wages denoting a professional status and tipping of any form is not allowed.

FLAMEPROOFING
All table coverings as well as booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the City of Las Vegas Fire Department. Affidavits attesting to flameproof compliance with City of Las Vegas Fire Department Regulations must be submitted when requested. Crepe paper, corrugated paper, cardboard or other combustible material shall be prohibited. Combustible material, explosives, or welding are not permitted in or around the exhibit areas unless the Fire Marshall has granted special permission. Exhibitor shall not allow its display to block the view of, or impede access to fire alarm boxes, fire hose cabinets, fire extinguishers, or other safety equipment. Smoking is prohibited in all facilities.

INSURANCE
Metropolitan Exposition Services, Inc. and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However, every effort will be made to protect exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display materials from the time it leaves your company's premises until it returns.

GENERAL LIABILITY INSURANCE - REGISTRATION FORM

$1,000,000 Per Occurrence / $1,000,000 Aggregate

Show Management and Convention Facilities around the country require exhibitors to carry general liability insurance. Show Insurance has made it easy to get coverage for one show or your entire show year.

PREMIUM RATES AND BENEFITS - PLEASE CHECK ALL PLAN NUMBERS THAT APPLY.

_____ **1 Day - $89.00**
_____ **2-5 Days - $109.00**
_____ **6-10 Days - $179.00**
_____ **Six Months - $500.00**
_____ **Annual - $950.00**
_____ **Additional 5% of total premium to increase general aggregate to $2,000,000.00**

COMPANY INFORMATION - COMPLETE AND RETURN OR REGISTER AT **www.showinsurance.com/metro**

Exhibiting Company Name:_____ Booth Numbers:_____

Address:_____

City:_____ State:_____

Country:_____ Zip:_____

Telephone:_____ Fax:_____

E-Mail Address: Show Contact:

Important: Please note that this is a general liability insurance policy and does not cover any loss or damage to your property, including your exhibit display, products and/or materials at the show or in transit to or from the show.

METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE SI TO CHARGE YOUR CREDIT CARD

Company Check Payable to: Show Insurance Inc. Checks must be in U.S. funds drawn against a U.S. Bank.

Payment Form: (circle one) Check American Express MasterCard Visa

Card Number |___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|

Expiration Date |___|___|-___|___|-___|___|___|___| CVV/CVC/CID Code_____

Cardholder Name (Print):_____

Cardholder Address if different than above:_____

Has any prior coverage been cancelled or non-renewed? _____ Yes _____ No

Name, Address and Relationship of all additional insured to be added to the policy:
1.) _____ 2.) _____ 3.) _____

_____ _____ _____

_____ _____ _____

No coverage is bound until you receive a certificate of insurance and payment is made. Show Insurance reserves the right to return your payment and not bind coverage. Coverage and a certificate of insurance will be bound within 1 business day. This summary of coverage and exclusions is no substitute for reading the entire policy. To receive an entire policy, contact the program administrator. Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly provides false information on an application for insurance may be guilty of a crime, and may be subject to civil fines and criminal penalties. I certify that the above information is true and coverage is not applicable until notified by broker. I understand that this insurance policy does not cover any loss or damage to my products, materials and exhibit display while at the show or in transit to and from the show.

Signature:_____

Show Insurance, Inc.
30285 Bruce Industrial Parkway, Suite B
Solon, OH 44139

Online: **www.showinsurance.com/metro**
Fax: **440-815-2154**
Phone: **440-349-6650**

MANDALAY BAY RESORT & CASINO • LAS VEGAS

INTERNET ORDER FORM

Event Name:		Form of Payment	Required for CPI Compliancy		
Event Dates:		CC Check	Last 4 digits of CC Number		
Company Name:		Affiliate?:(group name)			
Street Address:		City	State	Zip	
Ordered By:		Phone	Fax #		
Email:	Onsite Contact Name:		Onsite Contact Phone:		

INTERNET SERVICES **Orders are for the length of Show, NOT per day (except where noted)**

SERVICE	SERVICE DESCRIPTION	(14+ days prior to show) **Advance Rate**	(less than 14 days) **Show Rate**
Internet Line	Provides one (1) Ethernet cable and one (1) static IP address	$1150.00 per line	$1350.00 per line
Additional IPs	Provides one (1) additional static IP address, must order Internet Line above	$125.00 each	$125.00 each
8 Port Hub	Rental of one (1) 8 port hub, $125 deposit is refunded upon return of hub	$295.00 + $125.00 deposit	$295.00 + $125.00 deposit
Floor Work	Provides labor and materials to extend additional lines to a specific location	$200	$200
VLAN	Provides firewalled T-1 equivalent with 1.54 Mbps, 61 static public IP address, & one (1) line	$3,900.00	$4,400.00
DHCP	Provides automatic configuration of IP addresses for the VLAN option	$500.00	$500.00
Additional Drop	Provides one (1) additional physical connection for the VLAN option	$350.00 each	$500.00 each
Wireless Internet	Provides 802.11b wireless service for one (1) computer	$500.00	$525.00
Per Connection	Each Additional Connection	$100.00	$125.00
Volume Discounts	2-10 Connections	10%	10%
	11-50 Connections	20%	20%
	50+ Connections	30%	30%
Floor Buyout	Lower Level North Convention Center	$15,000	$15,500
	First Floor South Convention Center	$25,000	$25,500
	Second Floor South Convention Center	$25,000	$25,500
	Third Floor South Convention Center	$15,000	$15,000

PLEASE ENTER YOUR ORDER INFORMATION BELOW

ROOM	Description of Location in Room	Room Setup	# of Lines	Date In	Time In	Client Arrival Time	Date Out	Internet Line	Addl IPs	Wireless Internet	VLAN	Addl Drop	Cables	Hubs	Floor Work

Custom Pricing and Additional services are available. Please contact Internet Services at 702-322-3008 with questions.

IMPORTANT NOTES: Customer provided circuits must be installed and operational two (2) days prior to show move-in. Customers must provide Mandalay Bay with the circuit ID number and provider name. Attach any additional floor plans and diagrams. All services are terminated one (1) hour after closing on the final day of the show. Mandalay Bay does not guarantee any level of performance or connectivity beyond our gateway. T-1/DS-3 orders must be placed 45 days prior to show move-in date. Internet service rates include one (1) IP address (except where noted) and are delivered to the booth by the most convenient manner. It does not include a personal computer, network interface card, TCP/IP software or power to the booth. The choice of Internet Service Provider is at the discretion of Mandalay Bay. Standard Ethernet services are provided to the customer on RJ-45 jacks using unshielded twisted pair cabling - except where specifically noted. All systems must have the ability to be configured to use static IP address. All devises using Mandalay Bay data services must utilize a Mandalay Bay assigned IP address.

PLEASE PROVIDE A DIAGRAM WITH LINE PLACEMENT FOR EACH LOCATION OR PLAN ON HAVING A REPRESENTATIVE PRESENT AT INSTALL TIME.

RETURN THIS FORM BY EMAIL TO: jwolf@mgmmirage.com or **BY FAX TO:** 702-322-3001 **Questions?** Call 702-322-3008

Credit Card Information		****NOTE: All Checks must be drawn on US Banks & made payable to Mandalay Bay.**	
Card Type:		Charge to Master Account:	
CC #		EXP DATE	
Cardholder's Name		Billing Address	
Signature		City / State / Zip	

Dear 2012 America's Claims Event (ACE) Exhibitor:

On behalf of the entire team here at Mandalay Bay Convention Center, I'd like to welcome you to our beautiful facility! The experience that you will have at MBCC will be like no other, as our dedicated staff works around the clock to ensure the most successful and productive meetings/events! We have created this brochure with the Exhibitor in mind, providing convenience in ordering services for your event. We have included many instructional/information pages as well, filled with commonly asked questions and helpful hints.

Listed below is a synopsis of MBCC Services:

Food & Beverage As the exclusive provider for all food and beverage needs, our services range from meeting room coffee services and booth service to receptions, cocktail parties and banquets.

Booth Cleaning As the exclusive cleaning contractor, we offer full booth cleaning services with a professionally-trained staff to ensure quality cleaning.

Technical Services MBCC is pleased to provide a complete range of services for your booth, event or meeting, utilizing equipment that is the cutting edge in technology for the trade show and convention industry. The technical services include Internet Services, Telecommunications, Electrical, Plumbing and Audio Visual services.

We at MBCC hope that your experience with us will be rewarding and enjoyable. If you have any questions regarding this brochure or placing orders, please contact our Exhibitor Services department toll free at (855) 408-1349 or email us at mandalaybayexhibitorservices@mandalaybay.com for assistance.

Sincerely,

Martie Sparks, CMP

Vice President of Catering & Convention Services

Important Ordering Information 3

*Please read before placing your order.

Order Form 4

Third Party Agent Form 5

Floor Plan 6

Booth Cleaning Services 7

Internet & Data Services 8

Edlen Electrical - 9

♦ SAVE MONEY $$$

Save money by placing your orders twenty-one (21) days prior to show opening! Full payment must be included **with the orders** to receive the Advance Rate. Orders received after the Cut-Off date will be charged the Show Rate where applicable.

♦ SUBMITTING YOUR ORDER FORMS

All booth services must be submitted via our website or on an order form which can be sent via email or fax. Telephone orders will not be accepted.

ORDER ON-LINE www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

or **Fax**: (702)669-4575 **Email**: mandalaybayexhibitorservices@mandalaybay.com

♦ SEND COMPLETE & ACCURATE INFORMATION

Any missing information will cause a delay in our ability to process your order. Incomplete orders will not be guaranteed the Advance Rate. Where indicated, please complete the installation date requirements, labor dates, and all other information.

If your booth number changes prior to move-in, you must notify MBCC in writing with the following information:

♦ Company Name ♦ Previous Booth Number ♦ New Booth Number

♦ METHOD OF PAYMENT

MBCC accepts the following methods of payment:

♦ **CREDIT CARD**
- Please place credit card information on the order form.

♦ **BANK TRANSFER**
- Please mark Wire Transfer on the order form and you will be contacted by MBCC Exhibitor Services with the information required to submit Bank or Wire Transfers. A credit card will be required to be on file for overages.

♦ **COMPANY CHECK**
- **Make checks payable to: Mandalay Bay Resort & Casino. The name of the Show and your booth number MUST be referenced on the check. Checks must be drawn on US Banks and in US Funds. Mandalay Bay will NOT accept personal checks.**
- **No checks will be accepted for orders placed within twenty-one (21) days prior to show opening.**
- Keep in mind when sending a check, it can take 14-21 days for it to reach our office even when overnighted. Your pricing will be based on when the package is RECEIVED.
- Checks received without order forms, backup or instructions as to what the payment applies to will be returned to the sender and will delay processing of your order(s).
- Checks (with order forms) should be mailed to:

  MANDALAY BAY RESORT & CASINO, LOCKBOX SERVICES, BANK OF AMERICA
  FILE 50519
  LOS ANGELES, CA 90074

♦ PAYMENT & CANCELLATION PROCEDURES

No credits will be issued on services installed as ordered even though not used.
No credits will be issued after show closing. Please review invoice prior to departure.
Cancellations must be made in writing seventy-two (72) hours prior to scheduled installation or delivery time. Refunds will not be given for orders cancelled less than seventy-two (72) hours prior to install or delivery.

♦ REPORTING TROUBLE WITH SERVICES

In order to allow MBCC the ability to trouble-shoot any problems you may have with services ordered, **all** reports of trouble with installed or delivered services need to be reported by the Exhibitor **in person** to the MBCC personnel at the Mandalay Bay Service Desk. Any reports of trouble with installed or delivered services after the event has concluded will not be refunded.

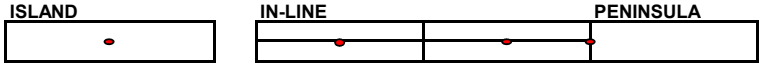
♦ PLACING ORDERS ON-SITE

Onsite orders will be placed in person at the Mandalay Bay Service Desk. The Service Desk is located on Level 1 of the South Convention Center, next to FedEx Office. MBCC is not able to take phone orders, as payment and a signature is required before service is delivered.

♦ EXHIBIT SPACES

There are three (3) major types of exhibit spaces (or booth types) used at trade shows, conventions and events. Following are the standard installations for each type:

ISLAND **IN-LINE** **PENINSULA**



Please send detailed floor plans indicating where you require Telecommunications service, Internet service and Cable installation. Standard installation for services are indicated above. In-line booths and peninsula booths will have all lines installed at the back of the booth. For island booths, you should send a floor plan that indicates where you would like the main location for your services. If a floor plan is not received for island booths, we will designate the center of the booth (or another location at our discretion) as the primary location. **Changes in service location & multiple locations for service will be charged the appropriate time and material rate.**

♦ EDLEN ELECTRICAL ORDERS

Edlen Electrical is the exclusive contractor for your electrical, lighting, air and water needs, please send your order form and payment directly to them, or visit them on-line at www.edlen.com. We have provided their order forms at the back of our brochure for your convenience.

♦ ALLOW US TO HELP YOU

You may contact us toll free at (855) 408-1349 or send your inquiry via email to mandalaybayexhibitorservices@mandalaybay.com

MANDALAY BAY
Resort & Casino • Las Vegas

ORDER FORM

Three ways to submit your order forms:

ORDER ON-LINE AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

or **Fax:** (702)669-4575 **Email:** mandalaybayexhibitorservices@mandalaybay.com

Event Name: **2012 America's Claims Event (ACE)**		ADVANCED RATE CUT-OFF DATE: **6/6/2012**	BOOTH #:
Event Dates: **June 27-29, 2012**			
Exhibiting Company Name:			
Street Address:	City:	State:	Postal Code:
Phone #:	EXT:	Fax #:	
Print Name:	Signature:		
Contact's E-mail:	On-site Contact/Cell #:		

For orders requiring a floor plan for placement use the floor plan page included in this brochure if you do not have your own.

CODE	DESCRIPTION	Record here: • SQUARE FOOTAGE • DELIVERY DATE/TIME • INSTALL DATE/TIME	Record: • QTY • # of Days	X PRICE	= TOTAL

Order Comments:

TOTAL

*Do not forget to add NV Sales Tax to applicable items.
*Gratuity and/or Service Charges may apply, please refer to brochure pages to verify.
*For Food and Beverage orders, please include the signed Food and Beverage Contract.
*For Audio Visual Orders please add 20% service charge.

We will be paying by: ☐ Company Check ☐ Credit Card ☐ Wire Transfer * **Required Fields**

Check or Wire transfer payments, please refer to Important Information.

Additional Authorized Signers:

CREDIT CARD VERIFICATION:
* Last four digits of credit card number: | | | | |

Credit card authorized for all additional onsite charges | | Initials

*Cardholder's Name:	* Cardholder's Signature:		
* Cardholder's Billing Address:	*City:	*State:	*Postal Code:

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN THE MBCC SERVICES BROCHURE. MBCC IS NOT RESPONSIBLE FOR TERMS & CONDITIONS AND/OR ORDER FORMS THAT MAY HAVE BEEN REMOVED PRIOR TO DISTRIBUTION. For Exhibitors who have arranged for an Exhibit House or Third Party Agent to handle your display and pay for services, MBCC agrees to charge the Third Party Agent. The Exhibitor and their designated agent must both complete the "Third Party Agent Form". All balances due must be settled prior to show close. Credits or refunds will not be issued on services installed as ordered even though not used. Please review all Orders and invoices prior to leaving show site. To receive Advance Rate discounts, we must receive your order, with FULL payment, twenty-one (21) calendar days prior to show opening date. All other orders will be processed at the Show Rate. Read all forms thoroughly for instructions and conditions. By providing this fax number and/or email address and signing this form, Exhibitor gives permission to Trade Show Organizer and MGMMirage Corp. to fax Exhibitor at this fax number or to email at this email address.

***CREDIT CARD NUMBER:** | | | | | | | | | | | | | | | | |

***Card EXP DATE: MM/YY** | | | | |

CARD TYPE: ☐ American Express ☐ Discover ☐ VISA ☐ Diners Club ☐ MasterCard

4

MANDALAY BAY
Resort & Casino • Las Vegas

THIRD PARTY AGENT FORM

Event Name: 2012 America's Claims Event (ACE)		**BOOTH #**
Event Dates: June 27-29, 2012		
Third Party Agent Company Name:		
Third Party Agent Company Street Address:	City:	State: / Postal Code:
Phone #:	Ext:	Fax #
Signature:	Print Name:	
Contact's e-mail:	E-mail for Receipts:	

For Exhibitors who have arranged for an Exhibit House or Third Party Agent to handle your display and pay for your services, MBCC agrees to charge this Third Party Agent. However, this form must be completed by **both** the Exhibiting Company and their designated representative and both companies must submit credit card information to MBCC. The Exhibiting Company is ultimately responsible for payment of charges. This form does not exclude either party from payment policies which are listed below.

TO BE COMPLETED BY THE EXHIBITING COMPANY: (This section must be signed to complete the order process)

We understand and agree that we, the Exhibiting Company, are ultimately responsible for payment of charges. In the event that the named Third Party Agent does not make payment for the services provided, prior to show close, charges will revert to the Exhibiting Company. All balances are due and payable upon receipt by either party.

PLEASE SPECIFY SERVICES TO BE PAID FOR BY THIRD PARTY:

Exhibiting Company Name:			
Exhibiting Company Street Address:	City:	State:	Postal Code:
Phone #:	Ext:	Fax #	

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN THE MBCC SERVICES BROCHURE. MBCC IS NOT RESPONSIBLE FOR TERMS & CONDITIONS AND/OR ORDER FORMS THAT MAY HAVE BEEN REMOVED PRIOR TO DISTRIBUTION.

Exhibiting Company Representative (PRINT NAME):	Signature:

All balances due must be settled prior to show close. Credits or refunds will not be issued on services installed as ordered even though not used. Please review all Orders and invoices prior to leaving show site. To receive Advance Rate discounts, we must receive your order, with FULL payment, twenty-one (21) calendar days prior to show opening date. All other orders will be processed at the Show Rate. Read all forms thoroughly for instructions and conditions. By providing this fax number and/or email address and signing this form, Exhibitor gives permission to Trade Show Organizer and MGMMirage Corp. to fax Exhibitor at this fax number or to email at this email address.

MANDALAY BAY
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FLOOR PLAN

Please use this grid if you do not have your own floor plan to send in for Telephone location, Internet line, & Cable outlet location.

Include booth layout (with surrounding booth AND aisles) with service locations on diagram. All lines are wired from the floor. A relocation fee will be charged for any moves required. After installation, labor charges will apply if additional work is needed. Please call (702)322-3000 for current labor rates.

OUTLET GRID

Please use this grid if you do not have your own floor plan to

- Mark the adjacent booth #s for orientation
- Write in measurements or use boxes as a scale for outlet locations

Each square = _____ feet

Adjacent Booth or aisle # _____

Adjacent Booth or aisle # _____

Adjacent Booth or aisle # _____

Adjacent Booth or aisle # _____

Event Name: 2012 America's Claims Event (ACE) **Company Name:** _____

Event Dates: June 27-29, 2012 **Contact Name:** _____

Booth #: _____ **Contact Number:** _____

BOOTH CLEANING

ORDER ON-LINE AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

The official cleaning contractor for the Mandalay Bay Convention Center, United National Maintenance provides all of your needs for event cleaning services. No other cleaning companies are allowed on the show floor except for initial wipe down. Booth cleaning is performed each night at the Exhibitor's expense. Any requests for Booth Cleaning once on Show Site must be done in person at the MBCC Exhibitor Service Desk. Booth Cleaning will not be performed if the plastic is not removed from your booth area the night before show opens.

Booth cleaning is NOT a part of your booth package. If you would like your booth cleaned each night, services must be ordered on the order form.

If you plan to serve food and/or beverage in your booth, it is required that you order Periodic Porter Service.

FLOOR CLEANING

Floor Cleaning charges are based on the size of your BOOTH in Square Feet. If your show is based in Square Meters, please convert to Square Feet before submitting.

To order this service, multiply the Square Feet by the price per Square Foot then by the number of days you will require the service. (Example: 100 SQ FT X $.32 X 3 days = $96)

Booths are generally cleaned nightly, depending on the show schedule. Cleaning times may vary by show.

MBCC does NOT provide trash cans for your booth. Please refer to your General Service Contractor for these items.

ALL RATES BASED ON GROSS BOOTH SQUARE FOOTAGE - 100 SQUARE FOOT MINIMUM

		Advance Rate	Standard Rate
BC01	Booth Vacuuming & Empty Trash Can	$ .32 p/Sq Ft	$ .42 p/Sq Ft
BC02	Damp Mop - for custom flooring - this does not include deep cleaning or waxing	$ .36 p/Sq Ft	$ .52 p/Sq Ft
BC03	Shampoo Service	$ 1.07 p/Sq Ft	$ 1.42 p/Sq Ft
	*Carpet is shampooed 1 day prior to show open & vacuumed to be show ready		
BC04	Spot Shampoo Carpet (up to 100 sq ft)	$ 36.00 each	$ 36.00 each
BC05	Spot Shampoo Carpet (101 sq ft & above)	$ .50 p/Sq Ft	$ .75 p/Sq Ft
BC07	Concrete Waxing Service - Concrete will be deep cleaned and shined	$ .75 p/Sq Ft	$ .95 p/Sq Ft
BC08	Concrete Cleaning Service - Concrete is deep cleaned & mopped (waxing not included)	$ .75 p/Sq Ft	$ .95 p/Sq Ft
BC09	Anti-Static Treatment - treatment to remove static from carpet	$ .31 p/Sq Ft	$ .41 p/Sq Ft

PERIODIC PORTER SERVICE

Periodic Porter service is performed by a cleaning attendant approximately every ninety (90) minutes.

		Advance Rate	Standard Rate
PP01	Periodic Porter (up to 1000 sq ft)	$ 48.00 p/day	$ 60.00 p/day
PP02	Periodic Porter (1001 - 3000 sq ft)	$ 70.00 p/day	$100.00 p/day
PP03	Periodic Porter (3001 sq ft & above)	$110.00 p/day	$155.00 p/day
PP01R	Rigging Porter (up to 1000 sq ft)	$ 48.00 p/day	$ 60.00 p/day
PP02R	Rigging Porter (1001 - 3000 sq ft)	$ 70.00 p/day	$100.00 p/day
PP03R	Rigging Porter (3001 sq ft & above)	$110.00 p/day	$155.00 p/day

Rigging Porter service will be performed once installation of all rigging is completed in the booth. This service is required if the booth is located in the Bayside Hall.

ALL DAY PORTER SERVICE

An All Day Porter will be assigned to your booth for the length of the Show hours for each day service is ordered.

		Advance Rate	Standard Rate
ADP01	All Day Porter (up to 1000 sq ft)	$120.00 p/day	$135.00 p/day
ADP02	All Day Porter (1001 - 3000 sq ft)	$240.00 p/day	$270.00 p/day
ADP03	All Day Porter (3001 sq ft & above)	$360.00 p/day	$405.00 p/day

MBCC shall not be liable to renter any liability, claim loss, damage (direct or consequential) or expense of any kind or nature caused, directly or indirectly, by the services or any inadequacy thereof for any purpose, delay in providing or failure to provide any thereof, or any interruption or loss of service or use thereof, or any loss of business, or any damage whatsoever and however caused by MBCC shall not, by virtue of having rented the equipment under this contract, be deemed to have made any representation or warranty, whether written or oral or expressed or implied as to the condition of, or as to the quality of the services.

For any additional ordering questions, please contact the Exhibitor Services department toll free at (855) 408-1349.

INTERNET & DATA SERVICES

ORDER ON-LINE AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

EXHIBITORS MUST VISIT THE MANDALAY BAY SERVICE DESK TO RECEIVE THE IP ADDRESSES AND ANY RENTAL EQUIPMENT ORDERED.

Please include a floor plan to indicate the location of the line. If you do not have a floor plan you can include the floor plan from page 7 with your order.

INTERNET

		Advance Price	Standard Rate
ISE	Standard Ethernet Connection (10/100BaseTX-CAT5) with one IP address	$ 1150.00 per line	$ 1350.00 per line
IW	Wireless 802.11b/g Connection - Provides only one (1) Wireless code Discount available if ordering more than two (2) please call for pricing.	$ 500.00 per code	$ 525.00 per code
ISH	High Speed 1.5MB Internet Service (Ethernet bandwidth equiv of T1 w/61 Static Public IPs and first drop)	$3,900.00 p/service	$4,400.00 p/service
IWC	Custom Wireless packages	CALL FOR QUOTE	

RENTAL - Please order additional electrical needs from Edlen for HUB rentals

		Advance Price	Standard Rate
I15	Patch Cables - CAT 5 (cable only - see below for labor costs)	$ 1.00 per foot	$ 1.00 per foot
IH1	8 Port Ethernet 10/100 BaseTX hub rental (price includes $125 deposit)	$ 295.00 each	$ 295.00 each
IH2	16 Port Ethernet 10/100 BaseTX hub rental (prices includes $125 deposit)	$ 395.00 each	$ 395.00 each

SPECIAL SERVICES

		Advance Price	Standard Rate
ICU	Custom configurations / Point to point networking / Network Engineering	CALL FOR QUOTE	
IE1	Customer provided T1 extended from demarc to booth	$ 595.00 per line	CALL FOR QUOTE
IMV	Line Relocation Charge (after installation)	N/A	$ 75.00 per line
ISIB	Intra-Booth Networking / Floor Work	$ 200.00 per line	$ 300.00 per line
ISVP	VLAN Port Connection Charge	$ 350.00 each	$ 500.00 each
ISD	Provides one (1) additional physical connection for the VLAN option	$ 350.00 each	$ 500.00 each
IP1	One (1) Additional IP address If ordering more than one, please call for pricing. Switch and additional cables required	$ 125.00 each	$ 125.00 each

TERMS & CONDITIONS

Any additional cost incurred by MBCC to assist in diagnosis or problem resolution found not to be fault of MBCC, or to collect any required information the customers fails to provide in order to complete the installation will be billed to the Exhibitor at the prevailing rate. Any problem relating to the services provided should be reported immediately to the MBCC Service Desk. Rental equipment must be picked up at the MBCC Service Desk. Unused deposits will be refunded in the same manner as payment was made. Exhibitor is responsible for protecting all rental equipment after taking possession of the equipment, and is responsible for returning all rental equipment within one (1) hour after close of show. All rental equipment remains the property of MBCC, and is not available for sale. Only MBCC staff are authorized to make any change or modification to the cabling infrastructure of MBCC. Cancellations must be made in writing seventy-two (72) hours prior to scheduled installation or delivery time. Refunds will not be given for orders cancelled less than seventy-two (72) hours prior to install or delivery.

Internet Performance Disclaimer: MBCC does not guarantee the speed, routing, performance or throughput, either expressed, or implied, of any data circuit or connection with regard to the Internet and/or Internet backbone beyond the MBCC demarcation point. Internet Security Disclaimer: MBCC does not provide security for any data circuit or connection we provide. Exhibitor has the responsibility of providing any network security (such as, but not limited to, firewalls, anti-virus software, etc.). All Exhibitors agree that MBCC, Mandalay Corp, our agents and/or contractors will not be held responsible for any liabilities arising from the use of non-secured data circuits, either connected, or not connected to the Internet, including but not limited to loss of business. Intended Use of Network Connections: The network connection and Internet services provided by MBCC may only be used by the officers, directors, and agents of the company purchasing the services, including it's guests and consultants if performing a service to the company. Mandalay Bay network or Internet services may not be resold, or make available for use by another company, individual or exhibitor.

All users of Mandalay Bay's network services will use reasonable efforts to promote efficient use of the networks to avoid unnecessary network traffic and interference to other users of the interconnected networks. Users of Mandalay Bay data services shall not disrupt other users of Mandalay Bay data services. Any device that is suspected of disrupting or interfering with MGMMirage Corp owned and operated hardware or software will be disconnected and/or shutdown without notice. MBCC controls the use of, and shall have absolute authority over all devices operating under Part 15 of the Federal Communications Commission (FCC) rules on any property or facility owned, operated or managed by MGMMirage Corp. Mandalay Bay data services shall not be used to transmit any communication that would violate any applicable law or regulation or be considered offensive to the recipient or recipients. All devices using Mandalay Bay data services for Internet connectivity shall be required to obtain a Mandalay Bay assigned IP address. **(NO NAT OR PAT - INCLUDING ROUTERS).**

Some broadband circuits cannot be cancelled once ordered. In this case, customer will be charged the full listed/quoted price. Refunds will not be given for any service installed but not used. IMPORTANT NOTES: Labor charges may apply. Customer provided/ordered circuits must be installed and operational two (2) days prior to show move-in. Customers must provide MBCC with the circuit ID number and provider name. All services are terminated 1 hour after closing on the final day of the event. MBCC does not guarantee any level of performance or connectivity beyond our gateway. T1/DS-3 orders must be placed 45 days prior to show move-in. Rates include an IP address and bringing the services to the booth by the most convenient manner. It does not include a personal computer, network interface card, TCP/IP software, power to the booth, or configuration of personal equipment, including personal computers or laptops. The choice of ISP is at the discretion of MBCC.

Standard Ethernet services are provided to the customer on RJ-45 jacks using unshielded twisted pair (UTP) cabling - except where specifically noted.

Please contact the Internet Services Department for any services not listed (702) 322-3008.

ELECTRICAL ORDER FORM

MAIL OR FAX TO

3950 Las Vegas Blvd. South, Las Vegas, NV 89119
Ph: (702) 322-5707 Fax (702) 318-8220

Questions? Visit www.edlen.com

COMPANY:		BTH #	

EVENT: **2012 America's Claims Event (ACE)**

FACILITY: MANDALAY BAY

DATES: **June 27-29, 2012** **EVENT# 062100MB**

ELECTRICAL OUTLETS

Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

120 VOLT	QUANTITY (For Show Hours Only)	QUANTITY (For 24hrs/day Double price)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
0 - 500 WATTS (5 AMPS)			93.00	140.00	
501 - 1000 WATTS (10 AMPS)			156.00	234.00	
1001 - 1500 WATTS (15 AMPS)			192.00	288.00	
1501 - 2000 WATTS (20 AMPS)			222.00	333.00	
208 VOLT SINGLE PHASE					
5 AMPS			194.00	291.00	
10 AMPS			271.00	407.00	
15 AMPS			320.00	480.00	
20 AMPS			380.00	570.00	
30 AMPS			436.00	654.00	
60 AMPS			554.00	831.00	
100 AMPS			812.00	1218.00	
208 VOLT THREE PHASE					
5 AMPS			272.00	408.00	
10 AMPS			324.00	486.00	
15 AMPS			372.00	558.00	
20 AMPS			447.00	671.00	
30 AMPS			551.00	827.00	
60 AMPS			752.00	1128.00	
100 AMPS			932.00	1398.00	
TRANSFORMER TO BOOST 208V up to approx. 230V - $3 per amp with 20 amp min.					
LIGHTING EQUIPMENT (Including current consumed) Include drawing showing light location.					
100 WATT ARM LIGHT [1]			125.00	188.00	
120 WATT FLOOD LIGHT [2]			125.00	188.00	
120 WATT DBL POLE LIGHT [2]			165.00	248.00	

1. Require hard wall for installation. **2**. Cost includes installation at rear or side rail of in-line booths. Other locations require labor & material. **3**. Time & material will apply when lift is required to mount overhead. Please see #7 on back.

MATERIAL (Electricity not included. Materials should be picked up at the service desk)			
15' EXTENSION CORD		21.00	
MULTI OUTLET STRIP		21.00	
LABOR			
ST (Mon - Fri 8:00 - 4:30 pm, excluding Holidays)		93.00	
OT (Mon - Fri 4:30 pm - 8:00 am, Sat, Sun &		186.00	

PLACE YOUR TOTAL PAYMENT HERE

All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.

FOR ADVANCE PAYMENT PRICE

to apply we must receive your order, payment and floor plan showing main power location and distribution points (see item #1 on reverse) prior to this

DEADLINE DATE OF:

June 6, 2012

Avoid Duplication !!

If you fax this form with credit card info, do not mail the original form or send another form of payment.

ONLINE ORDERING

This show may be available on line. Visit www.edlen.com. Use the event # above as your password.

ISLAND BOOTHS

There is a minimum labor charge of (1) hour to deliver power to all Island booths. All additional distribution is done by Edlen electricians on a time & material basis.

208V & HIGHER VOLTAGES

There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

DEDICATED OUTLETS

Dedicated outlets require a 20 amp outlet.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

BY SIGNING THIS FORM, EXHIBITOR HEREBY AGREES TO ALL TERMS AND CONDITIONS

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS

FOR OFFICE USE ONLY

DATE RECEIVED	
PAYMENT METHOD	
AMOUNT RECEIVED	
RECEIPTED BY:	

COMPANY NAME:	PHONE:	FAX:	
ADDRESS:	CITY:	ST:	ZIP:
SIGNATURE:	PRINT NAME:		Country:
EMAIL ADDRESS:			
PAID BY: CK AMX VISA MC DISC DINER		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		

CREDIT CARD BILLING ADDRESS (If different from address above) **FOR WIRE TRANSFERS, PLEASE CALL (702) 322-5707 for more information**

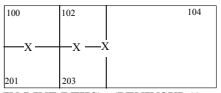
ADDRESS:	CITY:	ST:	ZIP:

VERY IMPORTANT TERMS & CONDITIONS

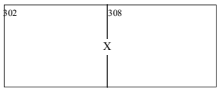
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If floor plan showing main power location is not submitted prior to Edlen move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space *regardless of booth type* requires labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. If you require a hoist, a separate electrical service must be ordered for your motor power.
6. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
7. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
8. Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
9. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
10. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
11. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
12. All electrical equipment must be properly tagged and wired with complete information as to the type of current , voltage, phase, cycle, horsepower, etc., required for operation.
13. All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
14. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
15. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 21 calendar days prior to show opening. Edlen will not refund overpayment, except sales tax, in amounts less than $50.00 unless specifically requested in writing.
16. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
17. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
18. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
19. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
20. By signing this form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

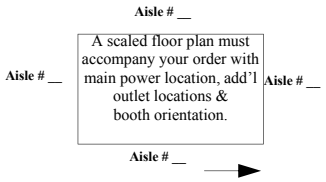
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



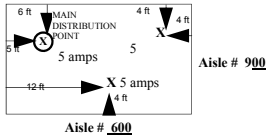
(IN-LINE BTHS) (PENINSULA)



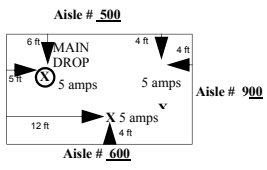
(BACK TO BACK PENINSULAS)


Aisle # __
Aisle # __
A scaled floor plan must accompany your order with main power location, add'l outlet locations & booth orientation.
Aisle # __
Aisle # __

ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

ELECTRICAL LABOR FORM

MAIL OR FAX TO

ELECTRICAL EXHIBITION SERVICES
3950 Las Vegas Blvd. South, Las Vegas, NV 89119
Ph: (702) 322-5707 Fax (702) 318-8220
mandalaybay@edlen.com

Questions? Visit www.edlen.com or call 702-322-5707

COMPANY:		**BTH #**	
EVENT:	**2012 America's Claims Event (ACE)**		
FACILITY:	MANDALAY BAY		
DATES:	**June 27-29, 2012**	EVENT# 062100MB	

ELECTRICAL/PLUMBING JURISDICTION

The work described below falls within the jurisdiction of the Mandalay Bay Convention Center and cannot be performed by any other union, I&D house or exhibitor. All electrical, plumbing and compressed air services are provided exclusively by Mandalay Bay's exclusive contractors for all events including trade shows. If you require any of this work to be performed in your booth space, it must be performed by Edlen Electrical Exhibition Services. Please feel free to contact our office for clarification of scope of work.

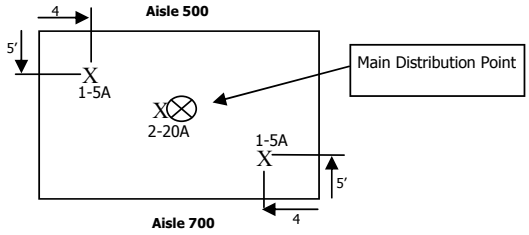
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

1. Electrical distribution under carpet or flooring
2. Connection of all 208V or higher services
3. Hardwiring of any electrical apparatus
4. All electrical equipment, lighting fixture and any electrical apparatus that requires electrical and mechanical fastening to the exhibit or display.
5. Assembly and hanging of all ground supported static lighting and truss
6. Overhead power cable distribution
7. Assembling and rigging of overhead signs under 200lbs.
8. Condor (for installation of electrical signs and/or rotators) under 200lbs.
9. Installation, removal, maintenance and repair of all portable electrical wiring and electrical equipment
10. Forklift (for installation of electrical headers and/or light boxes)

POWER & NETWORK CABLE DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

1. Floor Plan layout of your booth space
   - A. Floor plans must include exact outlet locations with dimensions or be to scale
   - B. Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
   - C. Power comes from the floor, please provide a main location we can deliver the power to and distribute from that point

   Example: 20x30 Island Booth



2. Date you will begin building your booth _____Estimated time _____
3. Please Complete Floor Work Prior to Arrival. Authorized Signature: _____ Printed Name: _____
4. Show Site Contact with authority to make additions or changes to your order

   Contact Name _____

   Contact Company _____

   Contact Cell # _____
5. Please complete the credit card information section below or on the Electrical Order Form. Credit card information must be on file before any labor begins in your booth space.

Credit Care Info: ( ) Master Care ( ) Visa ( ) American Express ( ) Diners Club ( ) Discover			
Credit Card #			Expire Date:
Authorized Signature		Print Name:	

PLEASE USE THE BACK OF THIS FORM TO SCHEDULE ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will performed on a first-come first serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per person for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time ..... $93.00 per hour

Monday-Friday 8:00am - 4:30pm, excluding holidays

Overtime ..... $186.00 per hour

Monday-Friday 4:30pm - 8:00am, All day Saturday, Sunday and Holidays

LIFT RATES

Condor..... $210.00 per hour

Lift charges will apply to for all overhead work such as; installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

LABOR SCHEDULING (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	

SHOW SITE SUPERVISOR

Contact Name:		Company:	
Cell Number:		Email address:	

PLEASE COMPLETE CREDIT CARD INFORMATION ON THE FRONT OF THIS FORM OR THE ELECTRICAL ORDER FORM

Credit card information must be on file before any of the requested labor is performed.

Audio Visual Partners, Inc.
5075 Forsyth Commerce Road
Orlando, FL 32807
TOLL FREE: 800-287-9755
Contact: Steve Roberts/ Exhibit Sales
Email: Steve@avpusa.com

"Your local resource for ALL your display needs!"

ACE-America's Claims Event
June 27-29, 2012
Mandalay Bay
Las Vegas, NV

EXHIBITOR RENTAL ORDER FORM

DATA DISPLAY EQUIPMENT	QTY	"SHOW" RATE	TOTAL
17" LCD Flatscreen Monitor	_____	$150.00	_____
20" LCD Flatscreen Monitor VIDEO/DATA	_____	$225.00	_____
32" LCD Flatscreen Monitor (16:9 Aspect Ratio/ 1024x768 Res.)	_____	$375.00	_____
42" LCD Flatscreen Monitor (16:9 Aspect Ratio/ 1024x768 Res.)	_____	$475.00	_____
52" LCD Display (16:9 Aspect Ratio/ 1280x768 Res.)	_____	$650.00	_____
60" LCD Display (16:9 Aspect Ratio/ 1365x768 Res.)	_____	$900.00	_____
Dual Post Floor Stand for Plasma/LCD	_____	$150.00	_____
Shelf for Dual Post Floor Stand	_____	$50.00	_____

AUDIO EQUIPMENT	QTY	"SHOW" RATE	TOTAL
Wireless Microphone (Handheld/Lav,Headset)	_____	$250.00	_____
Small Powered Speaker	_____	$125.00	_____
Medium Powered Speaker	_____	$165.00	_____
Small Audio Mixer	_____	$75.00	_____
ALD System (Assisted Listening Transmitter w/ Wireless Headsets)	_____	$500.00	_____
System price includes 15 wireless receivers/headsets			

VIDEO EQUIPMENT	QTY	"SHOW" RATE	TOTAL
DVD Player	_____	$125.00	_____
Digital Media Player	_____	$175.00	_____
54" Roll Cart w/ skirt	_____	$75.00	_____
3000 Lumen LCD Projector	_____	$450.00	_____

COMPUTER SYSTEMS & PERIPHERALS	QTY	"SHOW" RATE	TOTAL
PC Desktop Pentium IV/ 2.8 GHz/ 512 MBRAM/40 Gig HD/DVD	_____	$300.00	_____
PC Laptop Pentium IV/2.0 GHz/ 512 MBRAM/ 40 Gig HD/DVD	_____	$250.00	_____
MAC G4 Laptop 1.25 GHz/ 512 MBRAM/ 40 Gig HD/DVD	_____	$350.00	_____
HP 5000 Series LaserJet Printer	_____	$250.00	_____
Attendee Response Keypad Systems		**CALL**	

*** All prices listed are for the entire show and include Setup and Strike***

We also have a full line of Audio and Video equipment. Please call for additional equipment rental needs !

ORDERING INFORMATION

* Payment is due prior to show
* All prices include setup and pickup
* LCD monitors include VGA cable, AC extension/powerstrip
* You will receive a confirmation of your order
* Technical assistance is just a phone call away
* Client must be on site at time of delivery. Any re-attempted deliveries after set delivery time will result in an additional delivery charge

Total Equipment _____
Delivery $100.00
8% Sales Tax _____
TOTAL DUE _____

****Drayage,Riggers,Carpenters, Electricians, or any applicable union charges will be billed directly to the exhibitor****

CUSTOMER INFORMATION

Delivery Date: _____ Delivery Time:_____ Pickup Date: _____ Pickup Time: _____

Exhibitor /Company Name: _____ Booth Number: _____

OnSite Contact: _____ Phone Number: _____

Address: _____ City/State/Zip: _____

Credit Card #: _____ CVV Code: _____ Exp: _____

Cardholders Billing Zip Code: _____ Cardholders Signature: _____

Email Address:_____

FAX Completed Form to 407-658-9433